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Kumeyaay Cultural Coordinator- Cultural

Tribal, 2 Kwaaypaay Court, El Cajon, California, United States of America Req #14643
Tuesday, October 8, 2024

Job Purpose:

Creates and coordinates cultural enrichment programs, presentations, and workshops

Job Duties and Responsibilities:

(Note: Duties and responsibilities may be added, deleted, or changed at the sole discretion of Sycuan Management at any time)

1. **Creates and coordinates cultural enrichment programs** by recruiting Kumeyaay indigenous instructors for classes, culture nights, speaker series programs and camps.
2. **Collaborate with Kumeyaay Elders**, obtaining oral histories, for documentation and archives.
3. **Coordinate with education, recreation and other departments** to create and schedule cultural activities, and cultural sensitivity education opportunities.
4. **Create booklets and Kumeyaay educational materials** for Sycuan youth, schools and museum. This includes all level general education and history of the Kumeyaay as well as basic Kumeyaay vocab translations for introductory to Kumeyaay language for youth. (i.e. coloring books, Kumeyaay flash cards, nursery rhymes, storytelling etc)
5. **Assist with the traditional Kumeyaay gatherings** for Sycuan and the Kumeyaay Nation.
6. **Conduct local outreaching** to schools, clubs and other program/ groups for coordination and scheduling assemblies, presentations and museum visits and tours
7. **Attend Kumeyaay Nation committee meetings.** When committees such as Kumeyaay Community college, Kumeyaay Heritage preservation Commission, Kumeyaay Diegueno Land Conservancy and Kumeyaay Repatriation committee's convene on site. This will keep team member affluent in ongoing issues facing the Kumeyaay Nation as well as create opportunities for collaboration with other organizations.
8. **Provide additional support** in the following areas when needed, assisting with cultural resource logging, archival and library organization. Provide administrative and clerical support.

Job Specifications:

Education and Experience:

Essential:

- High school diploma or GED
- Kumeyaay Studies Certificate
- 3 years' experience working with Kumeyaay people, programs and camps

Desirable:

- Experience with tribal education/ cultural centers
- Associates Degree in indigenous studies or equivalent experience

Skills and Knowledge:

Essential:

- Thorough understanding of the Kumeyaay culture, history, and customs
- Working knowledge of Native American culture
- Ability to speak, read and write in the Kumeyaay language at basic level
- Ability to work effectively with diverse groups and individuals
- Ability to work effectively with diverse groups and individuals
- Ability to follow written directions and verbal directives
- Ability to maintain confidentiality
- Ability to maintain professionalism and composure
- Ability to accept constructive criticism

Desirable:

Supervisory/Managerial Accountability:

Direct: None

Indirect: None