



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Historian/Cultural Resource Educator</b>	
<b>Department:</b>	<b>Historic Preservation Office</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Pay Grade: E3</b>
<b>Opening Date:</b>	<b>February 19, 2025</b>	<b>Closing Date: February 21, 2025</b>

#### **Job Summary**

The role of the Historian/Cultural Resource Educator mainly involves overseeing and leading initiatives regarding the education of Mescalero youth in their history, culture and language as supported by a grant from the NM State PED. Management and submission of on time reports for the grant and its implementation will be the position's duty while the grant is funded. Seeking and managing additional funding will need to be conducted as well to maintain the position. The employee will need to plan and conduct historical studies and develop documentation/presentations and teaching materials regarding the history and culture of the Mescalero Apache People. The employee will need to collaborate with the Mescalero Apache School as well as the surrounding schools via their staff and Tribal Liaisons in a professional manner to provide and incorporate lessons as well as presentations on the Mescalero history and culture to students. Incorporation of the Mescalero community in the development and use of these materials and presentations is required. Aiding the Historic Preservation Office in completing its responsibilities is also anticipated when needed.

***This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.***

#### **Duties and Responsibilities**

- Must have knowledge of Apache traditions/cultural practices
- Seeks grants and funding; manages and reports on current grant with NM PED
- Collects and analyzes data; prepares scheduled reports
- Oversee the development of educational materials and curricula focused on Apache culture and past and present history, and ensuring they are appropriate for various age groups
- Effectively communicate in oral and written form to inform public of Tribal culture and history
- Required to be self-motivated and able to work unsupervised
- Essential basic computer skills (Microsoft office)
- Collaboration with local schools as well as Tribal organizations to teach children and community about Tribal history
- Research and develop written chronological history of the Mescalero Apache Tribe
- Must be in line with the Indian Education Act systemic framework elements, to increase student achievement, Native language restoration, as well as implementing culturally related activities
- Manage budgets, grants, and resources allocated to culture initiatives, and ensures efficient use of funds for maximum impact
- Performs other duties as assigned.

#### **Minimum Qualifications**

- Must have a college degree: history; or related field that included at least 18 semester hours in history. (NOTE: attach transcript(s)).
- Must have professional experience in Apache History and Culture.
- Must have effective communication skills both written and verbal.
- Must be able to travel to the local schools and to trainings.

- Must have reliable transportation.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must possess valid State driver's license and meet Tribal insurance standards.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Selection will comply with "Tribal Preference Hiring" Ordinance 06-02.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements.
- Knowledge/experience of historical method and research techniques.
- Knowledge/experience in archival research, record and literature searches.
- Knowledge/experience in organizing and writing a narrative that sets forth a balanced and realistic picture of the subject under consideration.
- Knowledge of the Apache History and Culture.
- Knowledge/experience in maintaining and organizing records.
- Knowledge/experience in conducting cultural resource investigations and fieldwork consisting of surveys and cultural resource evaluations.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint)
- Skill to effectively speak and to write clearly
- Skilled in the safe operation of a motor vehicle
- Ability to work professionally and cooperatively with staff, students, parents, and community members
- Ability to plan, create and deliver informational and educational presentations and classes.
- Ability to present materials appropriate for teaching school-aged children
- Ability to respect the dignity of each family, culture, customs and beliefs
- Ability to maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to work independently and meet strict time lines
- Ability to pass background check, as employee will be presenting to school-aged children
- Ability to identify and secure alternative funding or revenue sources.
- Ability to handle multiple tasks and meet deadlines.
- Ability to collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective and effective speeches and presentations,
- Ability to represent organization in a professional manner, building respect and confidence in the community
- Ability to maintain confidentiality

### **Physical Demands**

While performing the duties of job, employee is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 30 pounds.

### **Work Environment**

Work is generally performed in office setting, as well as on the road, and within the community. Traveling to local schools is required travel. Evening, weekend, and/or holiday may be required. Travel is required. Training and workshops may be attended by employee. Extended hours and irregular shifts may be required.