



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-23-040	<b>Opens:</b> 04/19/2023 <b>Closes:</b> OUF
<b>Position Title:</b> Tribal Historic Preservation Officer	
<b>Salary Rate:</b> \$20.00 to \$25.00/Non-Exempt	<b>Duty Location:</b> Carnegie, OK

### JOB SUMMARY

The Tribal Historic Preservation Officer (THPO) reports to the Executive Director and will be responsible for coordinating the intake, assessment, draft response, and correspondence between Tribal Community and jurisdictions, agencies, or other groups on cultural preservation activities. Internal and external communication will be overseen by the THPO. This position will also be responsible for entering in field GIS, data, maintain the Kiowa cultural resources ArcGIS database and any related reports or documentation, as well as reviewing off-reservations projects against the WISAARD Portal.

**Goal:** To promote, educate, protect, preserve, monitor, and manage Kiowa Indian Tribal Community's cultural resources.

**Reports To:** Executive Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Associate's degree in archeology, historic preservation, Native American studies or anthropology or four (4) year's work experience related to historic preservation and cultural resource management.

**Experience Requirements:** Demonstrated ability working with Native American people in culturally diverse environments. Ability to work with Archeology professionals in the field. Strong writing skills, and recent experience with grant administration required. Knowledge of or experience with geographic information systems GIS.

- Excellent oral and communication skills with strengths in team building, and cooperative problem solving.
- Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
- Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
- Conducts initial evaluation of permit applications for construction activities that could include the discovery, disturbance, excavation or removal of cultural resources.
- Prepare and implement a comprehensive Tribal Historic Preservation Plan.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays      Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Work will require bending, lifting and carry up to 25 pounds, walking over rough, overgrown and uneven terrain.

**HOW TO APPLY:** Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*