**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Dakota Cultural Resources Manager</th>
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<tbody>
<tr>
<td>Position category:</td>
<td>Program Manager</td>
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<tr>
<td>Reports to:</td>
<td>Executive Director</td>
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<tr>
<td>Work Location:</td>
<td>Minnesota</td>
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<tr>
<td>Job Classification:</td>
<td>Exempt</td>
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<tr>
<td>Status:</td>
<td>Regular, full-time</td>
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<tr>
<td>Travel required:</td>
<td>20% within Minnesota; occasional travel outside the state</td>
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<tr>
<td>Date:</td>
<td>April 2023</td>
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As a member of the Leadership Team, the Dakota Cultural Resources Specialist will provide subject matter expertise to inform and lead the work of Wakan Tipi Awanyankapi to identify, restore and protect Dakota cultural heritage sites. Will lead efforts in collaboration with the City of Saint Paul and federally recognized Dakota communities and other Tribal Nations throughout the State of Minnesota. Will create and nurture opportunities for Dakota community engagement and provide leadership relating to development projects in Saint Paul, along the Mississippi River and throughout the East Side River District.

**Core Duties:**

- Collaborate with the City of Saint Paul and relevant Tribal Nations on development of MOU, MOA, co-management agreements, and other formal agreements as they pertain to cultural resources.
- Provide subject matter expertise and coordination of engagement activities with Tribal Nations, the City of Saint Paul, the Office of the State Archaeologist, the Minnesota Indian Affairs Council, and other government agencies and private entities to preserve, protect, and accurately and appropriately interpret Dakota language, history, and culture in public places.
- Develop and maintain key relationships related to cultural preservation and restoration work, including State and regional Tribal Nations, the City of Saint Paul, Metropolitan Council, Minnesota Department of Natural Resources, National Parks Service, local watershed districts, and others.
- Collaborate with external partners and internal team members in the development of interpretive and educational initiatives.
- Monitor development projects in the City of Saint Paul, whether ongoing or proposed, and provide regular updates to relevant Tribal Historic Preservation Offices and other key stakeholders.
- Will engage in public speaking and presentation activities in representing Wakan Tipi Awanyankapi at various meetings, conferences, forums, hearings, and events.
- Will provide monthly program reports to the executive director outlining progress on key objectives and goals.
Occasional Duties:
- Serve on internal staff committees.
- Present on program progress annually, at a minimum, to the board of directors.
- Provide subject matter expertise and mentorship to colleagues as needed.
- Other duties as assigned.

Required Qualifications:
- Bachelor’s degree or education and experience of equivalent level in cultural resources, environmental, archeological sciences, or anthropology.
- Minimum of three years of field experience evaluating archaeological excavation and investigation procedures for American Indian archaeological sites (both pre-contact and historic).
- Knowledge and experience in working with Tribal Nations of Minnesota as well as the ability to communicate effectively with Tribal leaders and the American Indian community at large.
- Demonstrated collaboration skills with federal, state and local government bodies with jurisdiction over land management, use and development activities.
- Possess knowledge of and experience working with Minnesota Statute 138 (Field Archaeology Act and Historic Sites Act), Minnesota Statute 307.08 (Private Cemeteries Act) and other laws and regulations including Public Law 101.601, the Native American Graves Protection and Repatriation Act.
- Strong oral and writing skills to effectively communicate processes, evaluations, determinations, and findings as appropriate.
- Human relations skills for effective oral and written contacts with individuals and groups who may have varied social, educational, and cultural backgrounds with widely varied missions and goals.
- Detailed understanding of American Indian cultures and traditional practices and beliefs with special emphasis on Dakota culture, history, and lifeways.
- Ability to balance the needs and responsibilities of sometimes conflicting cultural resource issues and parties, and exhibit positive behavior, utilizing advanced problem-solving skills in resolving issues with diverse communities.
- High proficiency in Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Familiarity with Dakota language

Preferred Qualifications:
- Proficiency with the Dakota language
- Possess well established relationships with Dakota tribal nations, and Indigenous elders, culture bearers, and knowledge keepers to engage in our work.

Competencies:
- Personal integrity and transparency, serving as a role model for others
- Belief in the values of Dakota Wicohan, the Dakota Way of Life: Respect, Compassion, Generosity, Dependability, and Courage
- Strong organizational skills;
- Self-starter who is action-oriented
- Eagerness to join a vibrant and bold Native-led nonprofit team
- Enthusiasm to champion the work and mission of Wakan Tipi Awanyankapi
Other Requirements:
- Must be able to perform moderately strenuous work outdoors on a regular basis to walk and move around on project sites.
- Ability to perform nonstrenuous work in office or classroom environment on a regular basis.
- Must own a personal vehicle with current and valid drivers license and auto insurance.

To Apply:

This position is full-time (40-hours/week), Monday – Friday, located in Saint Paul, Minnesota. Occasional evening and weekend hours will be required. Compensation is $70,000 salaried. Competitive PTO package and medical, dental and 401K benefits. Open until filled.

To apply, merge cover letter and resume into one PDF document and email to Megan Perera, Administrative Specialist, at mperera@wakantipi.org with the subject line: Dakota Cultural Resources Manager.

Wakan Tipi Awanyankapi is an Equal Opportunity Employer and does not discriminate against or give preference to any person because of race, color, creed, religion, age, gender, national origin, disability, ancestry, sexual orientation, familial status, public assistance, local human rights commission activity or any other discriminatory basis prohibited by state or federal law.