JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title:</th>
<th>Dakota Cultural Resources Specialist &amp; Tribal Liaison</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>May 2023</td>
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As a member of the Leadership Team, the Cultural Resources Specialist & Tribal Liaison will provide expertise to inform and lead the work of Wakan Tipi Awanyankapi to 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 projects in Saint Paul, along the Mississippi River and throughout the East Side River District.

Core Duties:

- Act as a primary representative of Wakan Tipi Awanyankapi in relationships with the Tribal governments, the urban Indian community, and the City of Saint Paul.
- 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 and natural resources.
- Advise and educate city officials and communities on tribal history, treaties, sovereignty, self-governance, protocols, customs and traditions, natural resources, cultural properties, and other issues concerning city relations with Native American tribal governments. This includes review and advice on technical documents such as traditional cultural property inventories, and archeology reports, and a legal understanding of the different jurisdictions involved.
- Establish and maintain a Program that promotes long-term, positive relationships and decision-making through government-to-government consultation with tribal governments, while affirming and strengthening the City of Saint Paul’s relationships with the urban Indian community.
- 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.
- 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.
- Provide public education activities at various conferences, forums, and events.
- 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:
- A Bachelor’s degree in Public Administration, Public Policy, Native American Studies, Environmental Resources, Archaeology, Anthropology or a related field, or a combination of training and experience which provides equivalent background to perform the job responsibilities.
- At least three years experience working with Native American tribal governments or other government agencies focused on matters requiring knowledge of tribal government and government-to-government relationships.
- Working knowledge of and demonstrated experience with Native American tribal protocol, custom, tradition, culture, and governmental relations, with special emphasis NAGPRA, NEPA, Section 106, and Dakota culture, history, and lifeways.
- Demonstrated collaboration skills with federal, state and local government bodies with jurisdiction over land management, use and development activities.
- Experience working on a multi-disciplinary team addressing complex, high-level projects in an organization with multiple lines of business.
- Strong analytical, writing and oral communication skills to effectively communicate with multiple stakeholder groups. Human relations skills for effective communication with individuals and groups who may have varied social, educational, and cultural backgrounds with widely varied missions and goals.
- 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.
- Highly proficient 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.
- Knowledge of the City of Saint Paul’s governmental structure.
- Knowledge or experience working or living in the Twin Cities’ American Native urban community.

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 non strenuous work in an office or classroom environment on a regular basis.
- Must own a personal vehicle with current and valid driver’s 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 $60,000 - $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 Specialist and Tribal Liaison.

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.