

JOB ANNOUNCEMENT

POSITION: Special Projects Coordinator-Cultural Monitors
PROGRAM: Projects & Natural Resources
SALARY: \$26.01 (Grade 22, Step 02)
SUPERVISOR: Project & Natural Resources Administrator
CLASSIFICATION: Exempt
LOCATION: Owyhee, NV

OPENS: October 14, 2025 **CLOSES:** November 3, 2025

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position are to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes’ Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone Paiute Tribes’ Resolution NO. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position assists in the acquisition management function as well as property management and the property accounts payable for the Shoshone-Paiute Tribes and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

Above all, this position must be filled with a person of utmost integrity, ethics and common sense. This person must also be required to sign an agreement to not release information of sites, ethnographic studies or other documents sensitive to the Shoshone-Paiute Tribes during or after employment with the Shoshone-Paiute Tribes to any person not authorized by the Shoshone-Paiute Tribes

Under the direct supervision of the Projects and Natural Resources Administrator, the Special Project Coordinator shall be responsible for monitoring and carrying out the administrative functions related to project implementation.

JOB SUMMARY: The Special Project Coordinator is responsible for supervising and coordinating the Tribal Cultural Monitors Program. This position ensures that cultural monitors are effectively trained, supported, and managed in the execution of monitoring

contracts. The Coordinator will manage administrative, operational, and reporting functions, and serve as liaison between proponents, Tribal Council, and the Projects & Natural Resources Department.

MAJOR DUTIES AND RESPONSIBILITIES:

Administrative & Financial Oversight

- Collect, review, and submit travel authorizations, expense statements, receipts, and timesheets.
- Generate and process purchase order requests.
- Maintain schedules, logs, and activity records.
- Track and report project expenses; ensure timely submission to Finance.

Program Coordination & Monitoring Support

- Coordinate with new project proponents to begin contract negotiations.
- Present new monitoring contracts to Tribal Council for review and resolution.
- Develop and maintain job descriptions and assignments for cultural monitors.
- Oversee cultural monitor training programs, including renewals, certifications, and site-specific requirements.

Supervision & Personnel Management

- Serve on interview panels for new cultural monitors.
- Supervise and evaluate cultural monitors in the field and during contract execution.
- Provide guidance, mentorship, and conflict resolution for cultural monitor staff.

Operations & Logistics

- Schedule and coordinate regular maintenance of Tribal trucks assigned to monitoring projects.
- Manage vehicle lockouts and remote access via Ford Pass App.
- Purchase and maintain necessary field and safety gear for monitoring assignments.
- Collect field reports and photographs from cultural monitors; compile and submit reports to Cultural Department.

Other Duties

Perform related duties as assigned by the Projects and Natural Resources Administrator

MINIMUM QUALIFICATIONS:

1. Associate's or Bachelor's degree in Business, Natural Resources, Anthropology, or related field; or equivalent work experience.
2. Minimum two (2) years' experience in program coordination, project management, or related administrative functions.
3. Knowledge of Tribal governance, cultural resource management, and community needs.
4. Strong organizational skills with ability to manage multiple priorities.
5. Ability to communicate effectively with Tribal leadership, staff, contractors, and external agencies.
6. Proficiency with Microsoft Office (Word, Excel, Outlook) and reporting systems.
7. Must pass pre-employment background check and drug screening.
8. Must hold a valid driver's license and be insurable under the Tribe's policy.
9. Culture Monitoring training and certification with a licensed professional.
10. MSHA/New Miner training and certification to work on mine sites.
11. Must be familiar with Federal and State laws, regulations and guidelines related to Grants & Contracts Administration.
12. Must be an enrolled member of the tribe.
13. Must be able to communicate effectively and relate to the Indian community, Tribal leaders, as well as representatives of Federal and State agencies.
14. Any combination of experience or training, which would indicate capability and required knowledge in the administrative area, maybe considered.

