

JOB OPENING ANNOUNCEMENT

Job Title: Apache Culture Manager

Report To: Chairperson

Department: Apache Culture

Job Vacancy: YAN-25-47

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: April 21, 2025

Closing Date: May 23, 2025

POSITION DESCRIPTION:

The Apache Culture Manager is responsible for the overall management and direction of the Apache Culture program

QUALIFICATIONS:

- High School Diploma plus some college level course work in the archeology or cultural preservation field preferred.
- Have an understanding of the Apache Language and have knowledge of the history thoroughly.
- Must be able to read and write in Apache.
- Must have the ability and experience to develop, administer and effectively manage department budget.
- Prefer a minimum three (3) years of cultural program experience, prefer at least one (1) year experience with Tribal issues.
- Must have prior management and/or supervisory experience.
- Must have a high adaptability and exercise sound judgment, tact, and professional attitude, and maintain a positive working relationship with other Tribal employees and members of the community.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required Certifications/License and update knowledge and skills.
- **Must have valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Develop and manage a system for providing Apache Language classes for Tribal members. Direct the development of Apache Cultural activities for the Nation.
- Oversee the maintenance of required files, documents, inventory, artifacts and records related to the Apache Cultural department.
- Consults regularly with the Tribal Archeologist regarding NAGPRA and historic issues pertaining to the traditional and material culture of the Tribe.

- Promotes and supports traditional ceremonies, events, prayers, dances, arts, folk-arts, philosophies and way of life.
- Record and preserve Tribal histories and sites.
- Develops, administers, and effectively manages program budget.
- Monitors expenditures and revenues to ensure that the budget forecasts are met.
- Makes periodic reports, both oral and written, to Tribal Management, Tribal Council, state and federal agencies, boards, commissions, on the status of cultural issues, grants, budgets, etc.
- Maintains a positive working relationship with all employees and members of the community.

Physical Requirements:

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**