
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	Cultural Resource and Project Development Coordinator
Reports To:	Family Services Manager (or designee)
Location:	Happy Camp, Yreka &/or Orleans, with travel to other sites
Assigned Work Location:	TBD
Salary:	\$24/hr. to \$32/hr., depending on experience
Classification:	Full Time, Regular, Non-Exempt, Non-Entry Level
Summary:	<p>The Karuk Tribe 477 Program, Cultural Resource and Project Development Coordinator (CRPDC) will be responsible for developing and implementing Individual, Family and Community Project-based activities to assist the 477 Program in implementing cultural goals and objectives of the 477 Plan. The CRPDC will develop and expand opportunities for eligible program participants to enhance their life and employment skills, increase knowledge and gain experience towards becoming self-sufficient in culturally appropriate ways by assisting in the development of individual and family service plans to ensure cultural aspects are included. The CRPDC will coordinate with other tribal and non-tribal entities, individuals, and families to explore collaboration opportunities and community needs. The CRPDC will ensure timely data collection and entry and maintain all documentation for project reporting. The CRPDC will be responsible for all projects and project deadlines being met and budgets followed.</p>

Application Deadline: December 9, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

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POSITION DESCRIPTION

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Responsibilities:

1. Collaborate with Tribal partners, leaders and qualified vendors to plan, develop and implement ongoing cultural workshops and activities for both short and long-term projects.
2. Serves as the primary staff overseeing annual reoccurring projects to ensure cultural components are in place, i.e. Summer Youth Gathering, Summer Lunch Program, Summer Youth Employment Opportunities.
3. Facilitates program projects individually or in collaboration with other stakeholders ensuring all policies, procedures and regulations are being met from initial design to final project completion including all required documentation, evaluation and reporting utilizing the Tribal Assistance Software (TAS) system.
4. Tracks all participants being served through various projects.
5. Maintains/creates calendars and ongoing schedule of events to prevent duplication of services and to allow for the maximum collaboration and promotion of activities that are aligned with the goals of the 477 Division within the Karuk Tribe Service Area. Generate and/or review media as needed for dissemination of cultural event and activity information.

6. Creates, compiles, sorts and distributes cultural training documents to educate teens about the responsibilities of parenting, development of self-esteem and respect, and the importance of family incorporating Karuk language as much as possible.
7. Will produce cultural promotional items, including production of flyers, social media posts, etc. to encourage participation in social, cultural and family wellness activities.
8. Will collaborate with 477 Intake Staff to engage clients in enhancing their Family Self Sufficiency Plans (FSSP)s with cultural components.
9. Researches, evaluates and proposes current quality cultural training materials for use in workshops incorporating Karuk language, as much as possible.
10. Leads and/or assists the coordination and preparation for cultural training/workshops.
11. Leads and/or assists all 477 sites with coordination of cultural events and activities.
12. Under the direction of the Family Services Manager, serves as liaison between 477 program staff, Tribal, non-Tribal Partners and qualified individuals proposing cultural collaborative projects/activities.
13. Maintains presence in the Karuk Service Area at local and community Tribal and non-tribal events.
14. Adheres to Tribe's and Program's confidentiality and personnel policies.
15. Be available for local and out of the area travel as required for job related training and various activities.
16. Attends all required meetings, trainings and functions.
17. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Ability to work a varied schedule including evenings and weekends, as well as work a varied schedule to include evenings and weekends.
2. Ability to approach others in a tactful manner, react well under pressure and treat others with respect and consideration regardless of status or position.
3. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to understand and follow oral and written instructions.
7. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. AA/AS degree OR High School Diploma or equivalent AND two years related experience and/or training or a combination of training and experience in the areas of project coordination, event planning &/or workshops. In

addition, must demonstrate connection to Karuk traditions and culture and have knowledge of Karuk history and lands. Karuk speaker preferred.

2. Must have experience in the use of a variety of computer database and software programs (TAS preferred) and other software such as Windows XP, Vista, Crystal Reports and MS Office Suite applications.
3. Demonstrated experience in identifying, gathering and analyzing data.
4. Must adhere to the Health Information Protection and Portability Act (HIPAA) policies and the Code of Federal Regulations (CFR) requirements.
5. Must be a self-starter, well organized, and willing to learn new skills.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug screening test.
8. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: 11/20/2025

Employee Signature: _____ **Date:** _____