

MIAMI NATION JOB ANNOUNCEMENT

POSITION TITLE: THPO DATA COORDINATOR
STATUS: FULL TIME
CLASSIFICATION: NON-EXEMPT

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is under the direct supervision of the Miami Tribe of Oklahoma Tribal Historic Preservation Officer (THPO), with indirect supervision by the Cultural Resources Officer (CRO). The THPO Data Coordinator is responsible for carrying out the duties and responsibilities assigned by the THPO as defined within the National Historic Preservation Act, dictated by the laws, guidelines, and policies of the Miami Tribe, and specific duties as defined herein and directed by the CRO. The THPO and the THPO Data Coordinator are part of the Miami Tribe Cultural Resources Extension Office team in Fort Wayne, IN, and subordinate to the Cultural Resources Officer.

JOB FUNCTIONS:

- Document and provide responses to Section 106 projects within the Miami Tribe of Oklahoma areas of interest within 30 days through:
 - Identification of project locations on CRO NAGPRA and THPO Maps
 - Review of all project information, including location information, maps, archaeological surveys and related databases to identify/cite archaeological sites and sites of cultural and historic importance to the Nation potentially threatened by the proposed projects scope of work.
 - Use MS SharePoint for all data entry and file documentation
- Attend virtual and in-person Section 106 consultation meetings with or on behalf of the THPO
- Use of ESRI ArcGIS to maintain and update THPO cultural resources map and NAGPRA Consultation Map
- Attend workshops, conferences, trainings and meetings on NHPA and heritage preservation with approval of the THPO and CRO
- Work with THPO to write the THPO Annual Workplan and the Annual Accomplishments Report as required by the National Park Service
- Assist THPO with all duties of the THPO as outlined in the THPO Agreement with the National Park Service
- Maintain information on THPO webpage (miamination.com)
- Update and maintain THPO/NAGPRA web app (Esri)
- Provide support for CREO activities and program as assigned
- Other duties as assigned include, but are not limited to, cultural education assistance, events support, public speaking, etc.

MINIMUM QUALIFICATIONS:

- Extensive knowledge of Myaamia culture, language and history
- Bachelor's degree in anthropology, archaeology, history or related field, conferred by date of appointment
- Proven ability to work effectively with diverse populations
- Ability to work independently, demonstrate initiative, communicate effectively, and work collaboratively with stakeholders inside and outside of Tribe
- Display strong commitment to heritage preservation
- Strong communication and computer skills
- Mid-level command of Myaamia language, culture and history (determined by CRO and CED) and willingness to improve knowledge
- May be subject to background investigation for a position of trust
- Must have a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screens throughout employment

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: hr@miamination.com

For complete job description and application visit: www.miamination.com/employment

PREFERRED QUALIFICATIONS:

- Teaching experience leading programs and developing teaching aids related to Myaamia language, culture and history
- ArcGIS capability
- Experience engaging with Myaamia community members
- Team oriented, positive attitude, strong work ethic, open minded and flexible, self-motivated, strong oral and written skills, willingness to expand self-learning, promptly responsive

CONDITIONS OF EMPLOYMENT:

- Position subject to budget availability

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: hr@miamination.com

For complete job description and application visit: www.miamination.com/employment