



**Chickaloon Village Traditional Council (Nay'dini'aa Na')**  
**Environmental Stewardship Department**  
**Internal/External Announcement**

**Position Title:** Cultural Preservation Specialist

**Department:** Environmental Stewardship Department

**Reports to:** Cultural Project Manager

**Position Summary:**

The Cultural Preservation Specialist will assist the Cultural Project Manager of the Nay'dini'aa Na' Kayax Hwnic Dade'tsenes (Chickaloon Native Village Information We Know) Project including: grant management, grant reporting, working with sensitive data, meeting objectives and completing tasks of the objective work plans, attending meetings and conferences, conducting fieldwork, working with other staff and project partners, and drafting Memorandums of Agreements. This person will be responsible for completing the certification requirements to be a CVTC Certified Tribal Historic Preservation Officer and participating in numerous trainings. This is a full-time, 40 hour per week position with benefits.

**Qualifications:**

**Education:** Bachelor's degree with majors in anthropology or archaeology preferred (social science, environmental science, or biological sciences are also preferred). A degree could be substituted for six additional years of progressive experience in a relevant discipline with demonstrated understanding of cultural resources and college-level writing and communication skills.

**Experience & Skills:** Three years of relevant work experience is required (including experience working for a Tribe). Additional experience & skills required: working knowledge of Chickaloon Village and Ahtna culture and history; must have the ability to maintain confidentiality regarding cultural resources and information; experience in interpretation and public speaking; ability to meet deadlines; experience with planning and hosting community meetings; working knowledge of common office equipment/ computer literacy; proficient written and spoken English with extensive writing experience and good knowledge of editing conventions and notations; outstanding interpersonal skills with the ability to work independently and as a team member and to work effectively and collegially across units and departments; experience applying professional standards as well as technical skills with databases, content management systems, spreadsheets, GIS, office software and other applications; ability to quickly learn and use print and online tools and resources in area of specialization; experience, willingness, and ability to participate in multiple days of fieldwork and temporarily live in a remote camping situation which includes hiking and/or ORV use.

**Hiring Preference:** As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

**Open until filled. Please submit a resume and fully completed CVTC.**  
**Applications are available on our website: [www.chickaloon-nsn.gov](http://www.chickaloon-nsn.gov), or by contacting Jennifer at 907-745-0749, or by email request to: [employment@chickaloon-nsn.gov](mailto:employment@chickaloon-nsn.gov).**