



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Cultural Intern</u>	OPENING DATE:	<u>March 22, 2023</u>
CLASSIFICATION:	<u>Part-Time</u>	FILING DEADLINE:	<u>March 31, 2023</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Cultural</u>
RATE OF PAY:	<u></u>	SUPERVISOR:	<u>Curator / Archivist</u>

HIRING PREFERENCE POSITION CATEGORY:	A
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SUMMARY:

This position is a Part-time position, 16 hours per week. The Cultural Intern will assist with curation and library duties which may include: cataloging and sorting cultural items, shelving library materials such as books, electronic media, pictures, cards, slides and microfilm. The Cultural Intern will place material in shelving area, stacks, or files according to identification number and title. Duties will also include preservation and conservation of sensitive materials, and conducting needs assessment surveys. The Cultural Intern will also assist with Outreach as needed, which may include preparation of displays and exhibits, and participating in activities or events. This position may also assist with processing archaeological collections as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read and write in the English language.
- Maintain records of items received, stored, issued, and returned.
- Perform clerical duties to include filing, word processing, scanning and photocopying.
- Process new materials including books, magazines, journals, audiovisual materials, and archaeological material.
- Provide assistance to the Curator and Archivist in the maintenance of collections of books, periodicals, magazines, newspapers, documents, audiovisual and other materials.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Ability to input information into databases and/or software programs.
- Attach identification information to books, items, artifacts or containers.
- Maintain inventory records.
- Other job-related duties as assigned
- Must adhere to all the policies and procedures of the Pechanga Tribal Government

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Pechanga Tribal Member **required**
- High school diploma or equivalent **required**
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Requires being exact, highly accurate, and detail oriented.
- This position must comply with the Pechanga Tribal Government Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:
PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:
Email: HR@PECHANGA-NSN.GOV
Fax: 951-587-2209

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