



# FAIRBANKS NATIVE ASSOCIATION, INC.

## Job Description

**Job Title:** Cultural Specialist  
**PCN:** S302  
**Level:** Support Level 3, Senior Professional  
**Status:** Non-Exempt  
**Position Reports to:** Program Director or Mental Health Clinician

*"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."*

**Job Summary:** This position will provide guidance and instruction for traditional skills.

### Essential Functions:

Provides song and dance instruction for students within the Fairbanks North Star Borough School District.

Provides guidance and instruction for traditional skills, i.e., beadwork, story telling, skin sewing, community potlatch, pow wow, process salmon on unit, etc.

Ensures participation and collaboration with the Native and Fairbanks community for school and cultural programs. Duties may include obtaining contracts with individual Native artists or crafts people for demonstration projects.

Oversees receipts and disbursements including proper documentation, proper authorization of expenditures, and compliance with established budgets and revenue.

Coordinates transportation as needed to carry out activities.

Provides file documentation in accordance with established standards, and submits reports and other data in an accurate and timely manner.

Coordinates fund raising activities with dance group members, parents/guardians, and community members.

Maintains dance regalia, including cleaning, repairing, and replacing.

Maintains a complete inventory of Native Culture equipment and supplies.

Maintains client confidentiality in accordance with 42 CFR, Part 2.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

**Specifications:**

Qualifications:

High school diploma or GED.

Two years experience in planning, coordinating and/or delivering culturally relevant activities for a broad range of audiences.

Strong written and verbal communication skills and strong interpersonal and leadership skills with the ability to organize and prioritize work assignments.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Eligibility for FNA automotive insurance coverage, as demonstrated by a valid Alaska Driver License, and a current driving history.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will require you to drive a FNA-owned vehicle for FNA business. Per FNA's automotive insurance policy, in order to drive a FNA-owned vehicle, an individual must be at least 21 years of age. In order to drive a FNA-owned vehicle with clients in the vehicle, an individual must be at least 25 years of age. Clients may only be transported in FNA-owned vehicles and may not be transported by an employee in a personal vehicle.

This position requires eligibility for FNA automotive insurance as demonstrated by a current Alaska Driver's License and a currently driving history and proof of personal liability insurance.

Physical Demands:

Physical demands should be considered light. There may be some lifting required, for carrying supplies.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

Stress level of position may be high at times as a result of meeting critical deadlines.

Contacts:

Contacts include program staff, clients, students, parents, and community members.

I, \_\_\_\_\_, have received, reviewed and completely  
(Please print name)  
understand the entire contents of this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date