POSITION OPENING

POSITION: Cultural Stewardship Program Manager
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 886
COMPENSATION: $19.00 - $26.00 per hour
LOCATION: Big Chico Creek Ecological Reserve (BCER), CSU, Chico Office of Tribal Relations, and CSE Chico Offices at 25/35 Main Street. The expectation is the position will report to 25/35 Main the majority of the time, but will report to offsite outdoor education locations throughout the region.

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Ecological Reserves Director, responsibilities include both programmatic elements and other duties as assigned.

- Hire, supervise, and evaluate cultural stewards.
- Design cultural stewardship program.
- Attend Tribal Council meetings and engage in tribal consultation with local tribes as needed.
- Attend Monthly Mechoopda/BCER collaboration meetings to facilitate implementation of MOU.
- Communicate & collaborate regularly with local Tribal governments, Tribal government THPOs, Tribal government TEK Officers, Tribal government Youth & Education Programs, Tribal government Environmental Departments, and the Chico State Office of Tribal Relations.
- Administer, implement, and assist in writing grants for the benefit of Native American communities in the fields of workforce development, environmental education, conservation, and youth activities.
- Review, through a critical Indigenous cultural lens, organization practices including but not limited to; BCER education materials/practices, BCER website language, BCER language in published works, BCER day-to-day practices, etc. in order to ensure cultural responsiveness of the BCER.
- Design and implementing cultural trainings, outdoor education, and cultural programming.
- Monitor and provide input on cultural considerations before and during field project.
- Create and evolve cultural elements for programs and projects.
- Assist in developing and integrating cultural programming for groups using the BCER including: hosting events with local tribes, faculty with field trips and research activities; students with research projects; and community events.
- Assists with outreach and education activities around cultural history and resources and assist in promoting the Ecological Reserves on campus and in the community.
- Assist in developing standard operating procedures around research and operational activities.
- Other duties as assigned.

EMPLOYMENT STANDARDS:

- Qualifications:
  - Experience performing duties similar to those described above.
  - Experience working with Native American communities.
  - Experience with and/or knowledge of Tribal governments.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprise’s policy to hire only United States citizens and aliens who are authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Knowledge of both the local federally recognized Tribes and non-recognized Tribes in North-Eastern and North-Central California.
• Knowledge of California Indian Tribes and California Indian Cultural Resources.
• An understanding and commitment to indigenous priorities.
• A four year degree in environmental, cultural, or social studies.
• An understanding of conservation of natural and open space resources.
• Ability to communicate well with a wide variety of constituents including tribal governments, volunteers, student staff and interns, visitors to the reserves, faculty and staff.
• Manage time and complete tasks independently.
• Possess a valid California driver's license, and a good driving record.
• Participation in the DMV Employer Pull Notice Program (driving record) and fingerprinting.

• Preferred Qualifications:
  • An advanced degree in environmental, cultural, or social studies.
  • Knowledge of native and non-native plant species.
  • Defensive Driver Certification.

• Additional Requirements:
  • Sedentary and physical labor.
  • Proficient communication skills.
  • Capacity/willingness of hiking in steep/rough terrain.
  • Capacity/willingness to work in extreme weather conditions.
  • Ability to lift/carry up to 50 pounds unassisted.

COMPLIANCE REQUIREMENTS:
• Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprise's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
HOW TO APPLY:
To be considered, submit the following documents by **August 3, 2022**. Documents submitted after this date will not be considered.

- Resume
- Cover Letter
- Three Professional References

**BY DROP BOX:**  [https://csuchico.app.box.com/f/aa4f10c9249a40ba90620a475e0bb6e8](https://csuchico.app.box.com/f/aa4f10c9249a40ba90620a475e0bb6e8)

**BY EMAIL:**  csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

---

**DISCLOSURE OF CAMPUS CRIME STATISTICS**
CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of campus crime statistics that occurred in Clery Act-defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.