



Human Resource Department PO Box 538

Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Director
DEPARTMENT: Cultural Hub Development
SUPERVISION: Shoshone Business Council
SALARY: Total for 2 years \$120,000 (Year 1 - \$40,000; Year 2 - \$80,000)
CAREER STATUS: Permanent Full-Time
OPENING DATE: 3-25-2025 CLOSING DATE: 4-25-2025

POSITION SUMMARY:

The Eastern Shoshone Tribe is seeking an experienced and dynamic Director of Cultural Hub Development and Partnerships to oversee the strategic development of the Eastern Shoshone Cultural Hub. This leadership role focuses on guiding the project from its pre-development phase through completion, while emphasizing community engagement, partnership building, and programming development. The Director will serve as the primary liaison between the Shoshone Business Council, Senior Construction Manager (planned future hire), tribal members, cultural stakeholders, and external partners, ensuring the project aligns with the Tribe's long-term vision for cultural preservation, community building, and economic growth.

DUTIES AND RESPONSIBILITIES

- **Project Management:** Lead the overall planning, coordination, and strategic execution of the Cultural Hub development, ensuring alignment with tribal goals.
- **Partnership Building:** Identify, cultivate, and maintain relationships with external partners.
- **Fundraising:** Work with Grant Pro Group, the Shoshone Business Council's professional fundraising consultants, to support fundraising efforts.
- **Community Engagement:** Act as a liaison between the Tribe and the community, ensuring that input from tribal members is considered in all stages of development. Engage the community through public meetings, forums, and workshops.
- **Program Development:** Lead the creation of programming initiatives, including an interpretive plan for the museum, cultural exhibitions, educational workshops, and community events, ensuring the Hub serves as a center for cultural and historical preservation.

- Stakeholder Coordination: Facilitate communication and collaboration between the Shoshone Business Council, tribal employees, external consultants (fundraisers, architects, engineers, legal advisors), and community members.
- Budget Oversight: Collaborate with the financial team to ensure project expenses are managed effectively, and align with the approved financial plan.
- Reporting: Provide regular progress updates to the Shoshone Business Council and other key stakeholders, including risk assessments and mitigation strategies.

QUALIFICATIONS:

- Education: Bachelor's degree in Project Management, Business Administration,
- Cultural
- Studies, or a related field.
- Experience: Minimum of 5 years of experience in cultural or community development projects, with proven success in partnership building and fundraising.
- Leadership: Strong leadership skills, with the ability to manage complex projects and diverse teams.
- Cultural Sensitivity: A deep understanding of and respect for Native American culture, values, and traditions, particularly those of the Eastern Shoshone Tribe.
- Communication: Excellent communication skills with the ability to engage with a wide range of stakeholders.
- Technical Skills: Proficient in project management tools and fundraising platforms.
- Certification: Project Management Professional (PMP) or equivalent certification is a plus.
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SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS REPORTS DOCUMENTS, CONVERSATIONS. ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following information listed on the resume:
 - Dates of previous employment

- Reason for leaving previous employment
- Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.