



Position Description

Open Position: Cultural Enrichment Specialist

Position Summary: The Chickahominy Indian Tribe (CIT) is seeking a passionate and enthusiastic Cultural Enrichment Specialist to join the Child Care and Development (CCDP) team. This is a part-time (20 hours), grant funded position in the Chickahominy Family Services Department and reports to the CIT-CCDP Director. The position has the potential to evolve into full-time as the program grows. The Cultural Enrichment Specialist is responsible for providing cultural education activities to children infant-12 years of age in various childcare settings.

Salary and Benefits: The salary for this part-time position is \$20,800/yearly. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

Position Responsibilities:

- Support the cultural cultivation of the CIT-CCDP by conducting educational activities during weekly visits to various childcare facilities.
- Create weekly, age-appropriate, cultural education lesson plans and submit to the CIT-CCDP Director for approval;
- Work closely with CIT-CCDP team to support high quality child care and ensure the health and safety of children in care;
- Observe childcare providers and report any health and safety concerns to the CIT-CCDP Director;
- Provide technical support to childcare providers as needed for virtual lessons;
- Maintain log of childcare provider cultural education visits;
- Schedule and maintain weekly cultural education visits;
- Respond to mail, email, and telephone inquiries related to cultural education visits;
- Coordinate logistics for both on-site and off-site visits, including renting space and catering services as needed for virtual visits and special events;
- Prepare materials related to cultural enrichment activities;
- Participate in CID-CCDP team meetings and professional development opportunities to stay up to date on developments in the field and compliance requirements;
- Provide assistance to staff as needed;
- Special projects as assigned.



Position Requirements:

- At least two years' experience in cultural teachings and presentations;
- Excellent organizational and time management skills;
- Proven attention to detail;
- Ability to juggle multiple projects and work independently, as well as with others, in a collaborative, often fast-paced, team environment;
- Excellent customer service skills with emphasis on respectful and tactful communications;
- Strong interpersonal skills, tolerance, flexibility, and humor;
- Excellent oral and written communication skills;
- Strong information technology skills, including proven experience with Microsoft Office;
- Ability to travel and attend training as needed (use of company vehicle or mileage reimbursement provided);
- Ability to work a flexible schedule (non-traditional hours) as needed;
- If necessary, perform job functions from a remote work environment;
- Demonstrated commitment to CIT values of generosity, respect, integrity, inclusion, credibility, commitment and humility, and discretion about confidential matters.

Position Qualifications:

- Minimum education of High School Diploma or GED and two years of professional experience;
- Experience in cultural enrichment, early childhood development, or health and safety is a plus; or
- Any combination of experience, education, or training that would support the required knowledge and abilities.

Application Process:

- Applicants must submit a completed job application, cover letter, and résumé.
- Applicants must pass an extensive background check.
- Applications must be submitted by 5 p.m. on July 7, 2021.
- Incomplete and late applications will not be considered.
- Applications can be submitted by mail. Address to: Chickahominy Indian Tribe, ATTN: Lindsey Johnson, 8200 Lott Cary Rd., Providence Forge, VA 23140
- Applications can also be submitted electronically to: Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Chickahominy Indian Tribal Citizen
 - Citizens of other federally recognized Indian Tribes
 - General public applicants