

**Executive Director & Ethnographer/Cultural Anthropologist**  
**Living Heritage Research Council**  
**September 7<sup>th</sup>, 2023**

Living Heritage Research Council (LHRC) is looking for an Executive Director & Ethnographer/Cultural Anthropologist to run LHRC's daily operations and assist with and/or direct ethnographic research and Tribal Consultation projects within the cultural resource management/heritage field. These projects are predominately working with Tribal Nations in the southwest United States. In addition to serving as LHRC's Executive Director, LHRC seeks an individual also capable of serving as an Ethnographer to assist the project Principal Investigators with running current ethnographic and Tribal Consultation projects and who would be already capable of and/or interested in growing into independently running ethnographic fieldwork trips, managing ethnographic and Tribal Consultation projects, and serving as a Principal Investigator for ethnographic research.

**About the Position**

**Education and/or Experience:** Undergraduate in Cultural Anthropology, Indigenous/Native American/American Indian Studies, Non Profit Management, Business, or other closely related field required. MA or PhD preferred. Prior experience in business, nonprofit management, or ethnographic/qualitative research is required. At least 2-5 years of experience is preferred.

**Duties and Responsibilities:**

In order to perform this job at the highest level, an individual would be able to both manage a small non-profit and complete the entire process of ethnographic research projects and organizing Tribal Consultation meetings. However, LHRC recognizes that most applicants will likely not have both skill sets and will work with an individual to further develop their skills as long as that individual is open to self-directed learning, finding solutions, and identifying where they need additional assistance. A successful Executive Director & Ethnographer is someone who completes quality work, on time, and with minimal oversight. Accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Executive Director (~30%):**

- Implement the vision for the non-profit as developed by the LHRC Board.
- Represent LHRC to potential donors, grantors, partners, etc.
- Communicate with and support the LHRC board, staff, and contractors in completing their LHRC work.
- Complete organizational maintenance tasks, including but not limited to worker's compensation audits (with template), annual state and federal renewals, etc.
- Maintain LHRC organizational records.
- Create and update LHRC informational documents.
- With the LHRC Treasurer, maintain accounting records and complete annual state and federal tax reporting, as well as maintaining payroll tax documentation provided by payroll company. Monitor LHRC cash flow.
- Onboarding new employees, including interns, and coordinating contracts with Independent contractors.

- Overseeing the Vice President of Research. The Vice President of Research oversees the Principal Investigators for individual projects as well as the interns.
- Other duties as assigned by the LHRC board or as identified by the Executive Director themselves.

#### Ethnographer (~70%):

An Ethnographer should be able to complete the following:

- Serve as Ethnographer, Fieldwork Lead, Project Manager, or Principal Investigator for Ethnographic Research and Tribal Consultation Projects depending on experience level. Must be willing to learn and take on higher level roles as the position continues.
- Assist with or write ethnographic research proposals.
- Conduct library and digital anthropological research literature reviews.
- Assist with or lead single and multi-day ethnographic fieldwork trips to conduct ethnographic interviews with Tribal Representatives in Colorado, Utah, and other nearby states. Must be willing to lead these trips independently within one year of hire.
- Analyze ethnographic interview data.
- Write and edit technical reports.
- Develop and present research findings at tribal meetings or other tribal settings and where appropriate at regional conferences and public education settings.
- Provide assistance to government agencies with Tribal Consultations, such as serving as the primary contact with Tribal Representatives, coordinating logistics, and facilitating meetings.

#### Knowledge, Skills, and Abilities:

- Work on collaborative and community-based projects that prioritize tribal benefit.
- Experience working collaboratively with a variety of Tribal Nation representatives or others from cultural backgrounds that differ from your own. Open minded with excellent listening skills.
- Self starter with the ability to work independently.
- Strong attention to detail.
- Ability to adapt to a dynamic work environment and meet deadlines.
- Positivity and creative problem solving ability.
- Valid Driver's License.

#### Physical Demands:

- Must be able to predominantly work on a computer and use common software, such as Microsoft Word, Excel, Powerpoint, and Adobe Acrobat. Will need to be open to learning to use Quickbooks Online.
- Must be able to work in adverse weather conditions including heat, rain, and snow.
- Must be able to walk over uneven terrain for distances up to 3 miles.
- Must comply with all health and safety protocols.

### **Hour Range:**

Part Time. Negotiable. Likely half time, although an individual ready to serve as a Principal Investigator for ethnographic projects could start with more hours than that. Regardless, this position has the potential to increase in hours based on additional grant projects taken on by LHRC or additional fundraising. The Executive Director may pursue these avenues in order to increase their hour range.

### **Location:**

This position is remote work from home (within the United States), although being located in the US Southwest, Colorado or four corners region especially, is highly preferred. Applicant must be able to travel to Colorado, Utah, and other nearby states monthly for fieldwork trips (15-25% of their time). Travel expenses will be covered.

### **Compensation:**

Wage range is \$20,000-\$35,000 **based on a half time position** depending on experience and responsibility level assumed. Individuals who could currently lead ethnographic projects could start with more hours than half time. Position includes paid leave, 12 paid holidays, and a 3% retirement match through a SIMPLE IRA. Bonuses may be provided based on individual performance and non-profit cash flow. Medical and dental coverage option available.

### **About Living Heritage Research Council:**

Living Heritage Research Council focuses on using applied anthropology in working with Indigenous and traditional communities to protect and manage cultural heritage, while empowering communities and educating the public. LHRC conducts cultural research, provides communities technical assistance and capacity building opportunities, engages in public outreach and advocacy, and facilitates heritage preservation projects. LHRC's work focuses on tribally led or community based projects, or at least projects with a clear central tribal or community benefit.

Founded in 2017, LHRC is an extremely small non-profit that continues to develop. As a result, LHRC can be extremely flexible and adaptive. The Executive Director, with guidance from the LHRC Board, will have a high level of influence but should not expect the same level of structure as a corporate environment. Although the Executive Director will have support from the LHRC Board, the person in this position should expect to make decisions, identify solutions, and implement the LHRC vision mostly independently.

Living Heritage Research Council is an Equal Opportunity Employer. We value diversity and do not permit any discrimination against applicants or employees on the basis of race, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, veteran status, medical condition, disability, or any other status protected by applicable law. LHRC's commitment to Diversity, Equity, and Inclusion goes beyond compliance with employment law and serves as a major tenet across LHRC's operations.

**To apply:**

Please provide answers (in any format) to the attached questions, as well as your Resume or CV including at least 3 references to the current LHRC President & CEO and the LHRC Board in an email with the subject line “Executive Director & Ethnographer Application LHRC 2023” by **October 2<sup>nd</sup>, 2023**.

Jessica Yaquinto, MA  
LHRC President & CEO  
jessica@livingheritage.net  
970-570-9005

LHRC Board  
[LHRCBoard@gmail.com](mailto:LHRCBoard@gmail.com)

**APPLICATION QUESTIONS**

1. Tell us about yourself.
2. What would you hope to gain from this position? What interested you about this opportunity?
3. What skills would you bring to this position? What else would you bring to our team?
4. How would you balance the two roles? How would you approach aspects of the position that you are less experienced in?
5. How would your skills/experiences inform your approach to working with Tribal Nations and other Indigenous communities? The LHRC Board, staff, interns, and independent contractors?