

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
TELEPHONE: 406/675-2700
PERSONNEL OFFICE FAX: 406/226-2562
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E-mail: sherry.dupuis@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: History & Ethnogeography Projects Assistant (Contract Position)
LOCATION: Séliš-Qlispé Culture Committee (SQCC)—St. Ignatius, MT
SALARY: \$21.51 to \$24.72 per hour
CLOSING DATE: Monday, September 14, 2026 at 5:30pm

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period. This full-time position is responsible for assisting the Séliš-Qlispé Culture Committee's Tribal Historian and Geographer in all aspects of that position's duties and tasks, including research, writing, presentations, and consultations with a demonstrated commitment to learning and conveying tribal history, culture and language.

Duties will include, but are not limited to the following:

- Assist in organizing and filing SQCC research (both hardcopies and digital), including digitization of documents, photographs and media.
- Assist in conducting research in oral histories, with living tribal elders, and in archival collections.
- Help plan and organize history and geography projects to ensure a high standard of excellence and the production of accurate, thorough and useful educational materials.
- Assist in creation of digital and web-based educational material.
- Assist in preparation of written materials, including books, articles, pamphlets and booklets, signs and posters, and web-based content, including research, writing, fact-checking, securing illustrations, initial layout and design, proofreading, and careful review with SQCC Elders and other readers.
- Assist in the publication, distribution, publicization, and sale of educational materials, including books, posters, pamphlets and booklets and other materials.
- As requested by SQCC Director and/or Tribal Historian and Geographer, help prepare information on Séliš-Qlispé history, ethnogeography, and/or culture to CSKT Chair, Council and other tribal departments.

- Assist in presentations on history, ethnogeography, culture and language.
- Help edit and prepare SQCC video/DVD series on Séliš-Qlispé ethnogeography.
- Maintain and continue to develop a high level of knowledge, familiarity and understanding in Salish language relating to all history and ethnogeography projects.
- Maintain knowledge and familiarity with current scholarship in tribal history, ethnogeography and culture.
- Develop and maintain familiarity and good working relationships with SQCC Elders Cultural Advisory Council.
- Assist when requested with SQCC correspondence and communications.
- Assist with SQCC computer operations.
- Preserve confidentiality of SQCC information.
- Assist in other SQCC tasks as requested by Director and/or Tribal Historian and Ethnogeography.

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Minimum requirement is a Bachelor's degree in History, Environmental History, American Studies or Native American Studies, and a commitment to continued learning.
- High degree of knowledge of and interest in Séliš-Qlispé culture, history, ethnogeography, language and traditions, including thorough knowledge of all SQCC materials in history, culture and ethnogeography that are included in the *SQCC Brochure and Guide to Available Educational Materials*.
- Strongly held traditional cultural values including humility and respect.
- Familiarity and good working relationship with members of the Séliš-Qlispé Elders Cultural Advisory Council, or strong interest in developing those relationships.
- Familiarity with spoken and written Salish language and commitment to continued learning.
- Demonstrated strong skills in oral and written communication with broad range of people and/or audiences.
- Demonstrated ability in range of computer programs, including MS Word, Adobe InDesign, Acrobat, PowerPoint, Photoshop, Apple iMovie, and database programs.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application. (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant transcripts and/or training certificates.
3. If applicable, please submit proof of Enrollment from a Federally recognized Tribe if other than CSKT.
4. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone 406/675-2700, ext. 1040.

FOR MORE INFORMATION: Contact Sadie Peone-Stops—Director/Séliš-Qlispé Culture Committee at 406-675-2700 Ext. 5303 **or** 406-745-4572.