



Southwest Colorado Canyons Alliance

Friends of Canyons of the Ancients National Monument

P.O. Box 113, Cortez, CO 81321 | www.swcocanyons.org | (970) 239-1730

Job Announcement: Cultural Site Stewardship Program (CSSP) Manager

Southwest Colorado Canyons Alliance (SCCA), a program of Onward! A Legacy Foundation, seeks an archeology enthusiast to manage the organization's Cultural Site Stewardship Program in collaboration with Bureau of Land Management (BLM) to engage the public through stewardship, education and outreach for the use and enjoyment of the natural and cultural landscape of Canyons of the Ancients National Monument and nearby public lands.

This is a part-time, grant funded position and is contingent upon grant funding. The position is currently funded through 9/16/2023 with the expectation of it being renewed for 5 or more years.

For this position, a candidate must be able to fulfill all objectives, goals, and BLM expectations for the program, as per the Funding Opportunity Agreement (FOA).

What you will do:

Lead Program Operations

- Ensure regular monitoring of approximately 120 archaeological and historic sites to help reduce the human- and nature-caused damage to cultural resources.
- Organize, regularly update, and annually report data for these cultural sites.
- Engage a variety of diverse stakeholders, especially youth, in hands-on archaeological monitoring and protection efforts.
- Serve as spokesperson to the public to foster awareness of the importance of preserving these resources.
- Assist in the identification and documentation of sites, archaeological survey, site stabilization, among other preservation related activities.
- Develop materials on program information, accomplishments, volunteer opportunities, training opportunities, and field forms for distribution and promotion on social media and the website.
- Develop and maintain a *Site Stewardship Manual* and associated field forms to establish consistent training, monitoring, and reporting procedures for use.
- Per Section 9 of the Archaeological Resources Protection Act, ensure that all partnership activities include a plan that safeguards the confidentiality of all information regarding the nature or location of archaeological sites from the general-public.
- Report site vandalism, human remains, and other emergency information to BLM Law enforcement or Tres Rios Field Office (TRFO) archaeologists within 24 hours of discovery.

Oversee Program Volunteers

- Enroll, train, communicate with, and manage monitoring activities of approximately 75 volunteers.
- Provide the opportunity for volunteers to receive additional professional development via training opportunities, workshops, and other volunteer opportunities throughout the calendar year to enhance and increase volunteer knowledge of regional archaeology.
- Organize annual site stewardship training and orientation workshops for new and current site stewards in coordination with TRFO site steward program lead.
- Ensure that all activities performed by volunteers engaged in the partnership conform to the BLM's volunteer program standards.
- Increase the number of site stewardship volunteers that are actively engaged in monitoring and protecting TRFO cultural resources.

Collaborate with Tres Rios Field Office (TRFO) Archeologists

- Prepare and submit required reports as per the Funding Opportunity Agreement, including, but not limited to: Complete and share monitoring forms with TRFO site steward program lead at least three times throughout the calendar year (i.e., May 1st, August 1st, November 1st) unless damage or new disturbance is noted to the site.
- By October 31 of each year of the period of performance, provide the TRFO site steward program lead with an annual performance report that summarizes the partnership's accomplishments.
- By January 15 of each year of the period of performance, meet with TRFO archaeologists to finalize the annual accomplishment report and agree upon partnership goals for the remainder of the calendar year.
- Develop, in coordination with the TRFO archaeologists, a cultural resource education program and anti-looting program.

Additional Duties

- Provide support to SCCA Executive Director outside the scope of CSSP if deemed necessary and appropriate.

Minimum Qualifications

- College degree or commensurate professional experience in related fields.
- Ability to communicate clearly in person, on the telephone, and via email and/or text.
- Ability to hike up to 10 miles in one day.
- Ability to navigate Google Drive, Google Forms, PowerPoint, flash drives, GPS apps and the shared BLM drive (requires BLM background check and periodic training).
- Valid driver's license and reliable transportation.
- Certified in First Aid and CPR (training can be provided)

Desired skills and attributes

- Graduate degree preferred.
- Background in archeology of the four corners region through education, past experiences, and/or in-depth personal studies and travels.
- Reverence and understanding of potential near-term and long-term threats to cultural resources.
- Ability to work closely with volunteers, BLM Archaeologist lead for the program and Executive Director for SCCA.
- Ability to work with archaeologists and Descendent Communities to provide additional training for the steward.
- Demonstrated presentation skills necessary to teach the program's protocols and about the area's cultural and natural resources to groups of volunteers.

Compensation and Benefits:

- Up to 20 hours per week on average. Pay up to \$24 per hour (wages commensurate with experience).
- As an employee of Onward! A Legacy Foundation you accrue sick leave and will be eligible to participate in a SIMPLE IRA program.
- Flexible working schedule: Hours can range from 10 to 40 per week. The busiest time is March – August/September. Work remotely from home. Field work is also required.
- Mileage for field activities is reimbursed.
- Some weekend and evening hours are required for programs, field work, training, and service projects.

To apply: Please send resume, cover letter, and three references to swcocanyons@gmail.com. Applications will be reviewed on a rolling basis. Deadline to apply is February 28, 2023.

Southwest Colorado Canyons Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status. Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community are encouraged to apply for this role.