

JOB TITLE:	#1265 Program Associate, Heritage Mediation
OPEN TO:	This job is open only to current employees of the Minnesota Historical Society.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$19.58 hourly minimum
STATUS & HOURS:	Part-time, regular (312 annual hours) position.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Manager of Outreach Services
POSTING DATE:	February 11, 2016
DEADLINE DATE:	Application materials must be received by February 18, 2016
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Heritage Mediation position to work with MNHS Heritage Preservation staff and local history organizations to mediate compliance for American Indian collections held by local history organizations.

RESPONSIBILITIES: 1) provide technical and professional assistance to local history organizations regarding compliance with state and federal laws regarding American Indian objects and other culturally sensitive objects in their collections; 2) provide professional support to MNHS Heritage Preservation grant reviewers on projects involving American Indian collections and culturally sensitive objects.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in history, art history, business (emphasis on conflict resolution), or closely related field plus three years program experience or equivalent OR an advanced degree plus two years program experience or equivalent.
- Professional experience with mediating compliance with state and federal laws regarding American Indian property along with the repatriation claims process.
- Demonstrated ability to organize and prioritize projects according to deadlines; complete complex projects independently; and work under time constraints.
- Strong computer skills; speed and accuracy in using word processing, database, web applications, and spreadsheet programs.
- Practical application of business correspondence practices, record-keeping capabilities, and basic bookkeeping procedures.
- Strong customer service experience, with solid communication skills (written, verbal, and presentation).
- Demonstrated ability to communicate and collaborate across diverse disciplines, backgrounds, education, and interests.
- Valid driver's license and willingness to travel, including prolonged overnight in-state trips, and ability to work evenings and occasionally weekends.

DESIRABLE QUALIFICATIONS:

- Master's degree in history, art history, business (emphasis on conflict resolution), or closely related field.
- Certification in inter-cultural mediation, plus meet the Secretary of the Interior's Professional Qualifications for History.
- One to three years experience working as a curator in a history organization.
- One to three years intensive experience with the Native American Graves Protection and Repatriation Act.
- The ability to coach others through the repatriation claims process.

TO APPLY: Submit a letter of interest and resume via email to david.grabitske@mnhs.org or David Grabitske, Manager of Outreach Services, #1265 Program Associate, Heritage Mediation position, Minnesota Historical Society, 345 Kellogg Boulevard West, St .Paul, MN 55102-1906. Letters of interest and resume must be received by the application deadline date in order to be considered. EEO

**Applications will be acknowledged
- No phone calls please -**