



JOB ANNOUNCEMENT

Title: NAGPRA Assistance Program Coordinator

Location: Remote (with preference for Tucson-based candidates); up to 50% travel time

Salary Rate: \$62,000 - \$69,000 per year

Classification: Exempt, Term (August 2024 – July 2026 with possible extension;)

Benefits: Paid Time Off (200 hours annually with additional hours each year), health insurance, vision plan, optional dental plan (50% subsidized), 401k plan with 20% employer match, life insurance, short-term and long-term disability insurance

Archaeology Southwest:

Founded in 1989, Archaeology Southwest is a private 501(c)(3) nonprofit organization based in Tucson, Arizona, on the homelands of the Tohono O’odham and the Pascua Yaqui. We practice Preservation Archaeology, a holistic and conservation-based approach to exploring and protecting heritage places while also honoring the diverse values these places hold for people. We are committed to real and ongoing collaboration with Tribes in all areas of our work. In our workplace and activities, we strive for inclusion across race, gender, age, religion, and identity. For more information, please visit www.archaeologysouthwest.org.

The NAGPRA Assistance Program:

The Bureau of Indian Affairs (BIA) is a federal agency under the U.S. Department of the Interior and is required to comply with the Native American Graves Protection and Repatriation Act (NAGPRA) and its implementing regulations at 43 CFR part 10. The BIA Office of Trust Services (OTS), Division of Environmental Services and Cultural Resources Management (DECSR), Branch of Cultural Resources Management (BCRM) has entered into a Cooperative Ecosystem Study Unit (CESU) agreement with Archaeology Southwest (ASW, headquartered in Tucson, Arizona) to provide assistance with BIA inventory of Native American ancestral human remains and associated funerary objects, unassociated funerary objects, and sacred objects in at least 10 museums and repositories across five states in the American West and Great Plains.

Position Objectives:

The NAGPRA Assistance Program Coordinator will oversee, manage, and provide technical and logistical assistance to BIA in the identification, inventory, and repatriation or appropriate disposition of BIA-controlled Native American cultural items, including Ancestral human remains, held in at least 10 museums and repositories across the American West and Great Plains. This role requires extensive knowledge of NAGPRA regulations, strong project and data management skills, experience with Tribal consultation, and the ability to lead and collaborate within a diverse team of specialists.

Key Responsibilities:

Program Management

- Oversee and coordinate all aspects of the NAGPRA Assistance Program, ensuring compliance with NAGPRA, BIA/DOI policies, and related regulations, recommended practices for records and data management, and agreements resulting from Tribal consultation.

- Coordinate NAGPRA-related tasks with BIA (Supervisory Archaeologist or Archaeologist)
- Develop and implement work plans, task orders, and budgets in collaboration with BIA.
- Hire, train, and manage a team of archaeologists, bioarchaeologists, and other specialists.
- Train Tribal Historic Preservation Officers and BIA representatives on new NAGPRA Regulations
- Ensure timely completion of inventories and consultations per project and task order specifications and timelines.
- Manage purchases and inventories of necessary equipment and supplies.
- Coordinate logistics for site visits, consultation meetings, and cultural item treatments and repatriations including travel and scheduling.
- Cultivate a commitment to serving the BIA and Tribes and a positive work environment for effective and efficient communications, teamwork, and adaptability.

Tribal Consultation and Communication

- Draft and implement a BIA Tribal Consultation Policy based on Federal regulations and Department of the Interior guidelines.
- Facilitate and assist BIA in consultations with Tribal Nations and museums/repositories.
- Develop and maintain working relationships with Tribal NAGPRA representatives, Tribal Historic Preservation Officers (THPOs), and other officials.
- Ensure culturally sensitive handling of human remains and cultural items.
- Coordinate and assist with repatriations and disposition site visits.
- Serve as the point of coordination for NAGPRA-related inquiries from BIA and Tribal Nations

Inventory and Documentation

- Create and implement a database to collect and organize NAGPRA inventories and documentation.
- Supervise the respectful physical handling, inspection, and documentation of human remains and other cultural items.
- Ensure inventories are completed accurately and under 43 CFR part 10.8 and 10.9 regulations.
- Coordinate with museum and repository staff to access and review relevant records and collections.

Reporting and Compliance

- Draft and/or supervise the drafting of BIA Federal Register Notices of Inventory Completion, Notices of Intent to Repatriate, and Transfer of Controls
- Prepare and submit monthly progress reports, meeting notes, inventory lists, and draft Federal Notices on time.
- Ensure all activities and documentation comply with NAGPRA and other relevant federal regulations and agreements resulting from Tribal consultation.
- Maintain security, integrity, usefulness, and confidentiality of all project materials and information.

Training and Outreach

- Develop and facilitate NAGPRA training sessions and workshops for Tribal Nations and BIA staff as requested.

Required Qualifications

- Ph.D. in Archaeology, Anthropology, or a related field, OR a Master's degree with 5+ additional years of experience
- Minimum of 5 years of experience managing NAGPRA compliance projects
- In-depth knowledge of NAGPRA regulations (43 CFR part 10), osteological identification, and museum documentation practices
- Familiarity with Tribal Nations, especially in the American West and Great Plains, and ability to navigate interactions requiring collaboration, cultural sensitivity, and confidentiality
- Demonstrated knowledge of the archaeology and material culture, history, and ethnography of the American West and Great Plains from both academic/scientific and Indigenous perspectives
- Demonstrated knowledge of appropriate handling of curated archaeological collections
- Strong leadership, project management, and communication skills
- Willingness to travel frequently to various museums and repositories

Non-discrimination Statement

It is the policy of Archaeology Southwest to consider all applicants for employment and all employees for placement, development programs, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, sexual orientation, age, national origin, ancestry, gender, disability, citizenship, ethnicity, marital status, familial status, gender identity, economic circumstances, and/or veteran status.

Submit cover letter, resume, and three references to:

Shannon Cowell, BIA Collaboration Director & Preservation Archaeologist
Archaeology Southwest
281 N Stone Ave
Tucson, AZ 85701
(520) 367-5933 (office)
scowell@archaeologysouthwest.org

