



CENTER
FOR
AMERICAN INDIAN RESEARCH
AND
NATIVE STUDIES
C·A·I·R·N·S
28649 226TH AVENUE
POST OFFICE BOX 448
MARTIN, SD 57551
[605] 685-6484
NATIVECAIRNS.ORG

Application for Employment

Thank you for completing this application form and submitting it so we can consider asking you to join our team here at the Center for American Indian Research and Native Studies. We appreciate you taking the time to do so, and we will acknowledge receiving your application.

To complete your application, please:

- Attach a one-page resume
- Answer all of the questions below
- Sign on the dotted line
- Mail all materials to

CAIRNS
PO Box 448
Martin, SD 57551

Or, scan and email them to info@nativecairns.org.

Personal Contact Information

Name _____

Address _____

Phone Number _____ E-mail _____

Proposed Starting Date _____

Education

Names & Dates of Colleges or Universities Attended

1. _____

2. _____

3. _____

4. _____

Highest Degree _____ Major _____

Academic Interests _____

Extracurriculars _____



References

1. Name _____
Title _____ Organization _____
Phone _____ Email _____

2. Name _____
Title _____ Organization _____
Phone _____ Email _____

Please type your responses to the following questions on separate pages.

1. Please describe how your experiences or previous employment has prepared you to work at CAIRNS, and what you would bring to the CAIRNS team. (1 page max)
2. Please write a personal statement about your desire to work at CAIRNS and how your working here would relate to your future career or personal goals. (1 page max)

I certify that the information contained in this application and in the supporting documents is complete and accurate.

Signature Date



Who We Are Looking For We are seeking motivated and dependable individuals who are excited about working with us to maintain the momentum and trajectory of CAIRNS by contributing to its administration and operations.

What We Do CAIRNS is a small organization, currently with just two full-time staffers, and therefore pursuing its mission requires a great deal of collaboration and communication, as well as an exceedingly diverse work docket. It is tricky to describe a typical workday here at Wingsprings and so new individuals joining our team should be prepared to “wear many hats” throughout the course of any given day. We develop educational resources, like posters and booklets, to distribute for sale and to our clients. We create and facilitate learning experiences that include multi-day classes, weekend workshops, day-long trainings and short presentations for participants to immerse themselves in the content. Some of these offerings are held at Wingsprings, while others are at our clients’ locations; some are stationary, others are conducted in motion from site to site. We also design and host public events like exhibits, festivals and workshops. Finally, we design products and resources with a careful aesthetic. All of our work is aimed at promoting tribalism, the notion that tribal sovereignty is advantageous to American Indian communities. Join our team and contribute your talents to the cutting edge of American Indian research and education.

Where We Work CAIRNS was founded in 2004 and is located at Wingsprings, a retreat and conference center located on Oglala Sioux allotted trust land in the Lacreek District of Pine Ridge Reservation, near Martin, South Dakota. Its name is based on an old place-name for the area, Three Stars Springs; the memory of Richard Howe, previous steward of the land who loved to pilot airplanes; and two Frank Lloyd Wright designs, Wingspread and Spring Green. The architecturally striking facilities are nestled into a native prairie reserve of rolling grass-covered hills that overlook a natural system of spring-fed pools.

Your Title Team Member

What You Will Do

- Provide operational and administrative support to director
- Coordinate operations
- Manage correspondence and website
- Conduct research
- Contribute to graphic design
- Assist with special assignments

What You Should Bring

- Positive attitude
- Rigorous work ethic
- Desire to produce top quality work within the CAIRNS framework
- Superior verbal and written communication skills
- Bachelor’s degree or higher (strongly preferred)
- Ability to adapt to diverse tasks over the course of a typical workweek
- Strong organizational skills
- Readiness to learn about Oceti Sakowin histories and cultures



What Would Be Beneficial

- Some knowledge of Adobe Creative Suite
- Advanced knowledge of Microsoft Office software
- Web design skill
- Comfort with interacting with diverse individuals and organizations

How You Will Be Compensated

- Hourly, commensurate with experience
- Lunch and snacks daily
- Beautiful views of remote landscapes
- Long, picturesque drives through surrounding countryside each day

When We Would Like You Here CAIRNS is flexible to on-board new staff on a part-time or full-time basis.

How to Apply Please print, complete and mail the application to the address on the application, or scan and email it to info@nativecairns.org. Be sure to include all the application components:

- Application form
- Resume
- Essay 1
- Essay 2

This job description is subject to change.