



Northwest Indian Fisheries Commission

Serving the Treaty Tribes in Western Washington

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Archaeology and Cultural Resources Section Supervisor – Quinault Indian Nation

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Quinault Indian Nation is hiring for the position of Archaeology and Cultural Resources Section Supervisor

This position is QIN's Archaeologist and Manager of the Cultural Resources Program. They manage staff and contractors, and oversee projects for the preservation and enhancement of cultural resources and traditional practices on the Quinault Indian Reservation and within Quinault's Area of Interest. They promote, protect, preserve, and manage matters relating to cultural and historic preservation and cultural and historic properties through documenting archaeological investigations. This position consults with federal and state agencies regarding matters of interest and importance to the Nation regarding cultural resources.

Primary Functions:

- Oversees the Cultural Resources Program, including implementation, budget preparations, budget monitoring and evaluation, and grant reporting.
- Performs archaeological field surveys, testing, data recovery and monitoring; Records artifacts, features and other manifestations using latest GIS technologies, map archaeological features and sites, draw scaled profiles and plans
- Conducts background research and field verification and prepares documentation supporting cultural resources investigations for Quinault Indian Nation projects.
- Analyzes data and generates technical archaeological reports including results of research, archaeological field surveys, GIS mapping, and testing to meet Section 106 requirements; Maintains paperwork, notes, and records in an organized fashion.
- Makes cultural resources management recommendations to avoid and monitor impacts to archaeological and cultural resources sites due to timber harvest, development, or other proposals Identifies any historic properties or cultural resources and evaluates historic significance on proposed timber sales and other projects as assigned for inclusion into National Historic Preservation Act.
- Increases staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; and providing and participating in educational opportunities.
- Administers grant funding opportunities; searches for and secures additional funding and grant monies for continuation and expansion of program services.
- Maintains knowledge of all federal, state, and tribal regulations relevant to historic preservation and cultural resource management, for instance, Section 106 of the NHPA.
- Maintains relevant cultural resources databases that may contain sensitive or proprietary information.
- Attends regular Cultural Resources meetings to serve as a technical advisor.
- Advises senior management on all levels of program needs and opportunities; reports on programs success and needs on a regular basis.
- Works with internal and external groups to develop programs to secure and encourage support in the implementation of relevant programs
- Hosts and participates in regular meetings to ensure communication between staff and program/department-related activities.
- Builds and maintains relationships with public and/or private entities, agencies, organizations, and the public on matters appropriate to the areas of responsibility; coordinates with other units of the Nation to achieve overall objectives, priorities, and timeliness.
- Develops techniques and standards for evaluation of program activities; ensures that programs comply with Quinault and other governmental regulations, ordinances, laws, grants, policies, and other guidelines.
- Prepares comprehensive and concise verbal and written reports, such as Archaeology field reports, or other reports to assist senior management and the Business Committee, for internal and external use.
- Establishes and maintains an effective system of communications within the organization; Builds and fosters effective working relationships with others.
- Represents the Nation at national, state, and local meetings/conferences to promote the Nation's objectives.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Performs other duties as required or assigned.

Minimum Qualifications

- Bachelor's Degree in Archaeology or Anthropology
- Six (6) years' experience in cultural resources, historic preservation, or related experience.
- Master's degree may substitute for 2 years of experience.
- Successful completion of Archaeology Field School
- Valid driver's license is required.

While performing the duties of this job, the employee regularly is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and lift up to 50 pounds. Work involves physical risks such as falling, slipping, and tripping. Specific vision abilities include close vision and clarity of vision at long distance. Work is performed in an indoor and outdoor setting with regular exposure to natural weather conditions; rough terrains, dust, fumes, airborne particles, and/or allergens. The use of protective clothing, equipment, devices, materials is necessary. Standing and walking may be on uneven surfaces or unstable ground. Overnight travel, and evening and/or weekend work is occasionally required.

The successful candidate must be able to comply with the Federal Drug Free Workplace Act, hold or have the ability to obtain a valid Washington State driver's license, and have and maintain the ability to be insured under QIN automobile insurance.

To apply, please visit <https://www.quinaultindiannation.com/161/Human-Resources> and complete a [QIN job application](#). Send your application, cover letter, and resume by email to the QIN Human Resources Dept. at jobs@quinault.org. You may request a full position description by emailing jobs@quinault.org. For further information regarding the details of this position, you may contact Lauren Macfarland, QDNR Environmental Protection Manager, at lauren.macfarland@quinault.org

<https://www.quinaultindiannation.com/161/Human-Resources>

[Click to access Arch-CR-Section-Sup-Announcement-Apr-2024.pdf](#)

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