

**KITUWAH PRESERVATION & EDUCATION PROGRAM
AMERICAN RESCUE PLAN – CONTRACT OPPORTUNITY**

Grant Contract Position Title: TRANSCRIBER

Reports to: CURRICULUM SUPERVISOR

Grant Oversight: Kylie Shuler

Primary Function: The Transcriber will work directly with the Curriculum Supervisor and an assigned Cherokee speaker. The Transcriber will work collaboratively to transcribe audio and video recordings for archival purposes.

Duties:

- Under the guidance of the Curriculum Supervisor will complete tasks assigned:
 - Transcription
 - Minor graphic work
 - Minor audio and video editing
 - Recording and/or videoing

Qualifications: Novice level of Cherokee language is preferred. Must have transportation. Must have computer skills and work in an organized manner.
