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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosalektawi • Madesi

The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California.

Position Job Description:	Natural Resources Coordinator
Department:	Natural Resources
Reports To:	Tribal Administrator
Status:	Fulltime
Annual Salary Range:	DOE

Purpose:

The PRT (Pit River Tribe) Natural Resources Coordinator will facilitate the preservation, protection, management and enhancement of the long-term sustainability of PRT natural resources for present and future generations through an interdisciplinary process by developing and implementing best management practices. The Natural Resources Coordinator reports directly to the PRT Tribal Administrator. The NRC will be responsible for the coordination and development of natural resource stewardship policies and processes, supporting ongoing negotiations with the public, nonprofit and private sector stakeholders and assist the Tribal Administrator in providing advisory services for natural resource policies and projects.

Summary Essential Duties and Responsibilities:

1. The PRT Natural Resources Coordinator is responsible for developing and maintaining natural resource policies and strategies for the Pit River Tribe. The incumbent ensures the accurate development of policy positions to various PRT stakeholders to enable informed recommendations, direction and support relevant to the PRT Natural Resources Strategic Plan. Plans directs, and coordinates activities of staff involved in developing procedures, equipment, and techniques to solve sustainability and environmental issues. Works closely with the Environmental Director and the Forester on project funding availability with federal agencies and other entities.
2. This position will provide technical assistance to the PRT by way of providing documented policy analysis, relevant natural resource policy development. The incumbent is also responsible for developing policies and procedures for dealing with engagement and consultation requirements with government and industry.
3. A main role of the Coordinator is to ensure that PRT is proactively moving forwards in the creation of consistent operational and strategic policies for natural resource development projects.

4. The Natural Resources Coordinator will work with managing staff and consultants, as well as working with the XL Ranch Manager, the PRT Forester and PRT EPA programs among others.
5. This position involves coordinating and reporting out on various political, technical and strategic sessions, including related public events.
6. The goals of this position are to: assist the PRT membership with understanding natural resource management processes and strategies; Secure the PRT meaningful recognition and protection of their rights and responsibilities of trust lands; and the mechanical aptitude and the ability to work with tools of all kinds are important to maintain and repair machinery needed in Natural resources management.
7. Coordinate the negotiations, within a team environment, of agreements with government and industry leading to real involvement in the natural resource sector at all levels; Coordinate working relationships with other Tribes, academia, government to government engagement, and organizations that support PRT natural resource objectives and initiatives;
8. Provide accurate records of all meetings and events and to report out on these activities to Tribal Administrator and Tribal Council. Generate on going strategies to achieve the above and other related duties prescribed by PRT Tribal Administrator. Participate in federal, state, and local stakeholder issues, and partnership meetings.
9. Develop year to year proposals, and budgets for XL Reservation operations, seek funding through grants, contracts and sales, and show ability to administer grants and contracts.
10. Communicate with Tribal Administrator, and Finance regarding contracts, revenues generated, and grants in order to effectively administer the program funds. Secure and manage grants contracts and MOA's and administration compliance procedures.
11. Attends meetings of the PRT Tribal Council, submits monthly report and advises as necessary and appropriate information regarding PRT's Natural Resources, ensuring that federal report narratives are completed in a timely manner as per contract agreements.
12. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
13. Secure all applicable MOU's with all participating entities.
14. Day to Day supervision to ensure all assignments are completed. Prioritize relevant issues for ranch operations and work plan activities, crew labor schedules. Other duties as assigned.
15. Develops establishes and meets Natural Resource Department short term and long-term goals and objectives. Develops and implements associated work plans and procedures.

Qualifications:

- Have the ability to work effectively with Native American People in a culturally diverse environment.
- Have good time management skills, must stay in regular contact with Tribal Administrator, Excellent autonomous time management skills. and be able to work under stressful conditions.
- Have the ability to establish and maintain good working relationships with the public, employees, and agencies.
- Must possess verbal and written communication skills as this position works with businesses, and a variety of state, county, federal and tribal entities.
- Have the ability to follow written and oral instructions

Requirements:

- University degree (Bachelor’s or Master’s) in Geography, Land Use Planning, Natural Resource Management, Forestry, Resource Economics or a related field and some related experience OR an equivalent combination of education and experience.
- Minimum 3-5 years’ experience in working with Native American and/or various natural resource management settings (US Forestry, Timber Management, BIA, USDOJ, et al) A clear understanding of Tribal Sovereignty and negotiations is essential.
- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier
- Agree to adhere to all PRT policies
- Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a criminal background check.

Indian Preference: Preference will be given to qualified Native American’s under the Federal Indian Preference Act (43 CFR 17.3 (d). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Contact:

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