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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Outreach and Sustainability Planning Coordinator

**Reports To:** Deputy Director of Eco-Cultural Revitalization, or designee

**Location:** Department of Natural Resources, Orleans, California

**Supervises:** No

**Classification:** Full-time, Regular, Non-exempt,

**Wage:** \$17.18 - \$22.50 per hour depending on education, experience and funding availability

**Summary:** Under the supervision of the Deputy Director of Eco-Cultural Revitalization (or designee), the Outreach and Sustainability Planning Coordinator shall assist in outreach regarding Department of Natural Resources and related partnership activities in accordance with grant deliverables.

### **Application Deadline: 5PM, June 13, 2019**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

**Title:** Outreach and Sustainability Planning Coordinator  
**Reports To:** Deputy Director of Eco-Cultural Revitalization, or designee

**Location:** Department of Natural Resources, Orleans, California

**Supervises:** No

**Classification:** Full-time, Regular, Non-exempt,

**Wage:** \$17.18 - \$22.50 per hour depending on education, experience and funding availability

**Summary:** Under the supervision of the Deputy Director of Eco-Cultural Revitalization (or designee), the Outreach and Sustainability Planning Coordinator shall assist in outreach regarding Department of Natural Resources and related partnership activities in accordance with grant deliverables.

### Responsibilities:

1. Shall coordinate targeted, culturally responsive outreach and engagement activities associated with community building and sustainability planning.
2. Shall meet regularly with the Department Director, Deputy-Directors, integrated Program Managers and Division Coordinators to foster alignment between ongoing and future initiatives led by the Department in collaboration with partnering agencies, NGO's, and active community members.
3. Shall coordinate sustainability planning strategies to promote the longevity of Departmental programs, partnerships and related functions.
4. Shall gather the necessary information needed to draft and coordinate the dissemination of informational materials.
5. Shall serve as local point of contact for Western Klamath Restoration Partnership's Communications and Engagement Work Group, Indigenous Peoples Burning Network, Fire Adapted Communities Learning Network and other network functions as assigned.
6. Shall be available for local and out of the area travel as required for job related duties and training, including but not limited to travel needed to support regular communications with The Ford Family Foundation. Shall attend all required meetings and functions as requested.
7. Shall coordinate with Tribal grants staff to seek mechanisms to maintain position funding beyond established grant period and adhere to all relevant deliverable and reporting metrics.
8. Shall coordinate outreach and engagement opportunities (face to face) that align with Departmental leadership's travel schedule.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### Qualifications:

1. Demonstrated ability and experience in the development of outreach materials.
2. Must have strong oral and written communication skills, and demonstrated ability to use computer data and word processing programs as professional tools.
3. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
4. Has displayed the ability to establish and maintain harmonious working relationships with other

employees and the public.

5. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in Business Administration, Education, Native American Studies, English, Communities and Environment, Communications, Journalism, a field of the Natural Resources or related field and two (2) years' experience; or
  - b. An equivalent combination of education and related experience will be considered as defined in Strategic Plan for Organizational Development.
2. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
5. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
6. Must adhere to the policies and procedures of the Karuk Tribe.

**Tribal Preference Policy:** In accordance with the Indian Preference Act of 1934, (title 25, USC, Section 47) and the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: Approved May 1, 2019**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_