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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 Tribe****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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**Karuk Dental Clinic**

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

## Vacancy Announcement

**Title:** K-12 Environmental Education Division Coordinator

**Reports To:** Pikyav Field Institute Program Manager, or designee

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

**Supervises:** Division employees, as assigned; Contractors; Volunteers and youth on an interim basis

**Classification:** Regular, Full-Time (40 hrs./week), Non-exempt

**Wage:** \$26.01 – \$31.61 per hour depending on education, qualifications, experience, and funding availability

**Summary:** Works under the supervision of the Pikyav Field Institute Program Manager, or designee, to coordinate and assume responsibility for the Karuk Tribe's K-12 Environmental Education Division activities. This position will serve as a tribal consultant to local schools for lessons, materials, field trips, and grant-funded projects pertaining to Indigenous Traditional Ecological Knowledge (ITEK); shall further develop, promote and implement the Karuk Tribe's Nanu'avaha: K-12 Native Food System Curriculum (Nanu'avaha); support collaborations with other tribes and academic institutions (including professors and students going through the Practicing Pikyav process) to implement culturally appropriate environmental educational activities as directed; work with school administrations and Indian Parent Committees to implement Nanu'avaha lessons at local schools in all grade levels; and coordinate with the Karuk Tribe's Education Department on delivery of education programs beyond the scope of environmental education-based curricula as appropriate. This position may serve in the capacity of the Environmental Workforce Development and Internships Division Coordinator and/or Environmental Higher Education and Research Division Coordinator in the absence of these positions as long as funding is available and supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: January 30, 2024 by 5 PM**

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 Resources, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

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**Responsibilities:**

1. Carries out K-12 Environmental Education Division (Division) functions within the Department of Natural Resources (Department).
2. Leads the development and implementation of the K-12 Environmental Education curriculum.
3. Develops, maintains and implements Memorandums of Agreement (MOAs)/ Memorandums of Understanding (MOU) between the Department and local school districts as appropriate.
4. Works with teachers and principals to infuse culturally responsive Environmental Education into all subject areas with an emphasis in science, language arts, social studies, and health.

5. Coordinates and oversees contracts and activities of Cultural Practitioners/guest speakers during lessons; evaluates work of Cultural Practitioners who most effectively lead students in classroom and field trip activities.
6. Serves as a tribal consultant to local schools and other agencies and committees for lessons, materials and activities pertaining to Native American environmental education, and specifically the Nanu'avaha curriculum.
7. Coordinates non-classroom supplementary learning experiences for student groups, including field trips and outdoor education classes, in support of environmental education.
8. Ensures all travel, purchases, contracts, etc. are authorized expenditures and coded to appropriate budget and line item for Division.
9. Works with contractors, partner organizations, intra-departmental programs, and associated participants to maximize synergies among division objectives.
10. Coordinates related activities with other Department Branches and Divisions as appropriate.
11. Presents updates to Pikyav Field Institute Program Manager, Karuk Education Committee, School Boards, Indian Parent Committees and Tribal Council as requested.
12. Conducts education/outreach media as opportunities arise.
13. Completes all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
14. Seeks additional funds to support full range of opportunities to meet of the Division's goals and objectives.
15. Attends all meetings, trainings, and workshops as required.
16. Be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Credentials in teaching at the primary and/or secondary level preferred.
2. Demonstrated ability to work effectively with researchers, educators, agency personnel, and the greater community in culturally diverse environments. Must be able to complete required training, and travel for extended periods as needed.
3. Demonstrated proficiency in Microsoft Office programs, such as Excel, PowerPoint, Publisher, and Word, and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
4. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work

environment.

5. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to establish and maintain harmonious working relationships with other employees and the public.
7. Experience related to traditional food procurement, processing, and preservation preferred.
8. Experience and knowledge related to traditional land management preferred.
9. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
10. Experience in grant writing/grants management and demonstrated success in securing grant awards preferred.
11. Displayed ability to establish and maintain harmonious working relationships with other employees and the public.
12. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in Education, Nutritional Health, Native American Studies, English, Natural Resources or related field and one (1) year experience; or
  - b. An equivalent combination of education and related experience will be considered.
2. Must have (6) months supervisory experience.
3. Minimum of two (2) years' experience working with Native American youth.
4. Must have baseline knowledge of Karuk culture and traditions.
5. Must be able to complete required training and travel for extended periods as needed.

6. Must have a minimum of one (1) year experience in project coordination, grant management, business administration, or related field that involves tracking deliverables and meeting reporting deadlines.
7. Must be proficient in use of Microsoft Excel and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
8. 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.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test and criminal background check, as well as meet the public health and background check requirements of our partnering educational institutions.
11. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
12. Must adhere to the confidentiality policy.
13. Must adhere to the policies and procedures of the Karuk Tribe.

**Physical and Environmental Requirements:** Must be able to travel and work up to 8 hours per day teaching K-12 grade lessons at schools located in the Karuk service areas.

**Tribal Preference Policy:** In accordance with 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.

**Committee Approved:** January 10, 2024

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