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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

**Karuk Dental Clinic**

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

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## Vacancy Announcement

- Title:** Programmatic Operations Coordinator
- Reports To:** Director of Natural Resources and Environmental Policy, or designee
- Location:** Department of Natural Resources (DNR), Orleans, CA; Hybrid Remote/In Person
- Supervises:** Natural Resources Technicians, interns, youth workers, and program staff as assigned.
- Classification:** Full Time, Non-Exempt, Regular, Part-Time (30-39 hr/week) or Full-Time, Negotiable at point of hire
- Wage:** Starting at \$26.01-\$31.61 per hour, depending on education, experience, qualifications, and funding availability
- Summary:** Works under a Deputy Director, Program Manager, or designee, to support the operations of the Department of Natural Resources (DNR) programs as assigned. This includes supporting data entry and tracking for grants and contracts; meeting scheduling; note-taking; inventory management; creating, organizing, and managing files; grant writing and deliverable tracking; supporting the development and review of action items for Tribal Council; and other core functions to ensure that the DNR Program(s) assigned operate as smoothly as possible.

### **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. Supports in the development, coordination, and implementation of DNR grants, agreements contracts and compacts as assigned, including the establishment and maintenance of deliverable tracking systems.
2. Schedules, organizes, and facilitates meetings and events, as assigned.
3. Takes and distributes notes and action items from meetings and workshops as assigned. Ensures follow through on the part of the participants.

4. Establishes and updates filing systems (both digital and hardcopy), and files meeting notes, sign in sheets, documents, and other materials as assigned
5. Prepares, reviews, edits, and revises DNR program action item submissions for administrative processing and serve as a liaison with Department of Natural Resources administrative operations staff as assigned
6. Drafts and updates budgets and tracking systems as directed.
7. Supports grant writing, contracting, agreements, workshops, trainings, and outreach activities as assigned.
8. Assists in carrying out grant deliverables funding the position as directed.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated ability to work effectively with Native American people as well as researchers, educators, agency personnel, and the greater community in culturally diverse environments.
2. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrated ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.
4. Demonstrated baseline knowledge of Karuk culture and traditions.
5. Demonstrated ability to understand and follow oral and written instructions.
6. Demonstrated ability to operate effectively when assigned to remote work.
7. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work environment.
8. Demonstrated success in managing grant awards and/or tracking deliverables preferred but not required.

**Requirements:**

1. Experience and/or education:

- a. Bachelor's degree in Natural Resources, Native American Studies, English, Business Administration, Education, Nutritional Health or related field and 1 (one) year experience with six (6) months supervisory experience; or
  - b. An equivalent combination of education and related experience will be considered on a month for month or year for year basis.
2. Must demonstrate ability to work within Native American Communities and maintain harmonious relationships with other employees, collaborators, and the public.
3. Must have high respect for and fundamental understanding of Indigenous cultures, preferably that of the Karuk.
4. Must demonstrate skills in professional writing and mathematics.
5. Must be proficient in the use of Microsoft Office professional suite (including Microsoft Excel and Word) and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
6. Must be proficient in the use of shared filing and organization systems (e.g. Box), and/or open and willing to learn.
7. Must be able to complete required training, meetings and functions as requested, and maintain a set work schedule (to be defined in collaboration with supervisor) in order to operate within a hybrid remote/in-person working environment.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to the policies and procedures of the Karuk Tribe.
10. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.

**Physical and Environmental Requirements:** None specified

**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 22, 2024

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