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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:** Pikyav Field Institute Operations Coordinator
- Reports to:** Pikyav Field Institute Program Manager, or designee
- Supervises:** Natural Resources Technicians, interns, youth workers, and other Pikyav Field Institute staff as assigned
- Location:** Department of Natural Resources, Orleans, CA (Hybrid Remote/In-person)
- Classification:** Full Time, Non-Exempt, Regular, Regular Part-Time (30-39 hr/week) or Full-Time, Negotiable at point of hire
- Salary:** Starting at \$24.78 to \$30.10 per hour, depending on education, experience, qualifications, and funding availability
- Summary:** Shall work under Pikyav Field Institute Program Manager, or designee, to support the operations of the Pikyav Field Institute. 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 Council; and other core functions to ensure that the Pikyav Field Institute operates as smoothly as possible. The Pikyav Operations Coordinator will also serve as a point of contact with Department of Natural Resources administrative staff in ensuring Council agenda items and grant/contract documents are complete and correct.

### **Application Deadline: May 18, 2023 at 5:00 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

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- Location:** Department of Natural Resources, Orleans, CA (Hybrid Remote/In-person)
- Supervises:** Natural Resources Technicians, interns, youth workers, and other Pikyav Field Institute staff as assigned
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**Responsibilities:**

1. Shall support in the development, management, and implementation of grants, agreements and contracts of the Pikyav Field Institute, as assigned, including the creation and implementation of deliverable tracking systems.
2. Shall schedule, organize, and facilitate Pikyav Program and Division meetings and events, as assigned.
3. Shall take and distribute notes and action items from Pikyav meetings and workshops as assigned.

4. Shall establish and update filing systems (both digital and hardcopy), and file meeting notes, sign in sheets, documents, and other materials as assigned.
5. Shall prepare, review, edit, and revise Pikyav action item submissions for Council as assigned, and serve as a liaison with Department of Natural Resources administrative staff.
6. Shall create and update Pikyav Field Institute Program budgets and tracking systems on a regular basis as directed.
7. Shall support grants writing, contracting, agreements, workshops, trainings, and outreach as assigned.
8. Shall be responsible for assisting with duties associated with 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 one (1) year experience with six (6) months supervisory experience; or
  - b. An equivalent combination of education and related experience will be considered.
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.

**Review Committee Approved:** 05/02/2023

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