

The logo for Karuk Community Development Corporation features a blue banner with white text. The banner is flanked by blue triangular shapes pointing towards the center. The text 'Karuk' is on the left, 'Community' is in the middle, and 'Development Corporation' is on the right.

**Karuk**

**Community Development Corporation**

## **Vacancy Announcement**

- Title:** Workforce Development and Internship Coordinator
- Reports To:** Director of Natural Resources and Environmental Policy, or designee
- Location:** Department of Natural Resources, Orleans, California
- Supervises:** Program employees, as assigned; Volunteers and youth on an interim basis
- Classification:** Non-Exempt, Non-Entry Level, Part-time to Full-time, pending funding availability
- Salary:** \$20.72-\$25.25 per hour, depending on education and experience
- Summary:** Shall work under the supervision of the Director of Natural Resources and Environmental Policy, or designee, to coordinate and assume responsibility for all Karuk Tribal obligations under the Environmental Workforce Development and Internships Division (Division) supporting grants, agreements, contracts and compacts. This position will develop internship opportunities, promote career development and facilitate employment placement services for tribal youth and the tribal community in support of educational and occupational growth in natural resources fields. This position shall coordinate with partners, ensure consistency between Division objectives and inter- and intra-departmental goals, and further the Division goals of the Píkyav Field Institute Program. This position may serve in the capacity of other Píkyav Field Institute Division Coordinators in the absence of these positions as long as supervisory span of control and efficiencies in operations can be maintained, and the requirements of associated grant deliverables can be met. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: Open Until Filled**

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: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Shall oversee the Environmental Workforce Development and Internships Division (Division) within the Eco-Cultural Revitalization Branch (Branch) of the Department of Natural Resources (Department), and further the goals of the Píkyav Field Institute Program (Program).
2. Shall coordinate and assume responsibility for all Karuk Tribal obligations under Division supporting grants, agreements, contracts and compacts.
3. Shall develop, maintain and implement Division-related agreements and contracts between the Department and partners.
4. Shall pursue opportunities for accreditation of Division-related Píkyav Field Institute programs.
5. Shall work with partners to ensure feasible inclusion of tribal students into environmental workforce development and internship programs, trainings and activities.
6. Shall maintain a calendar of tribal and partner activities/trainings performed in relation to all aspects of the Division that occurs within Karuk Ancestral Territory and homelands and provide to Division stakeholders for outreach, coordination and scheduling purposes.

7. Shall work with the Karuk Tribal Employment Rights Ordinance Office (TERO) and the DNR Sípnuuk Division to establish, maintain and enlarge the Tribe's collection of learning materials pertinent to environmental education and workforce development training.
8. Shall develop and conduct Division-related workshops /trainings for students, partners, tribal employees, and community members on various aspects of workforce development that incorporate Karuk traditional education methods and traditional ecological knowledge.
9. Shall develop and coordinate non-classroom Division-related learning and training experiences for participants and interns that incorporate Karuk traditional education methods and traditional ecological knowledge, including but not limited to field trips and outdoor education classes.
10. Shall coordinate, supervise and evaluate activities of Cultural Practitioners as guest speakers and consultants during Division-related activities.
11. Shall ensure all travel, purchases, contracts, etc. are authorized expenditures and coded to appropriate budget and line item for Division.
12. Shall coordinate with partners, contractors and associated participants and ensure consistency and maximize synergies between Program objectives and inter- and intra-departmental goals.
13. Shall coordinate related activities with other Tribal Departments as appropriate.
14. Shall develop and implement survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with Division projects and activities.
15. Shall present updates to the Pikyav Field Institute Program Manager, Department Director, Department Deputy-Directors, Temporary Assistance for Needy Families Director, TERO Director, and Tribal Council as requested.
16. Shall conduct Division-related outreach media as required by grant-funded projects and as opportunities arise.
17. Shall complete all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
18. Shall seek additional funds to support full range of opportunities to meet of the Division's goals and objectives.
19. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Teaching licensure in vocational education or career and technical education (CTE) preferred.
2. Minimum of one (1) year experience in grant writing and demonstrated success in securing grant awards preferred.
3. Minimum of two (2) years' experience in workforce development in indigenous communities preferred.
4. Experience and knowledge related to traditional land management preferred.

5. Experience related to traditional subsistence living, i.e. food procurement, processing, and preservation preferred.
6. Demonstrated baseline knowledge of Karuk culture and traditions.
7. 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.
8. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work environment.
9. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
10. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
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, Vocational Training, 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 knowledge of basic training requirements for fire fighters.
3. Must have baseline knowledge of Indigenous cultural burning practices.
4. Must be able to complete required training and travel for extended periods as needed.
5. Must have a minimum one (1) year experience in supervising and personnel management.
6. Must be proficient in use of Microsoft Excel and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
7. 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.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug screening test and criminal background check, as well as meet any public health requirements for teaching at partner institutions/agencies.
10. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy, if applicable.

- 11. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
- 12. Must adhere to the policies and procedures of the Karuk Tribe.

**Physical and Environmental Requirements:** Must be able to travel extensively and work up to 4 hours per day teaching in the classroom and field.

**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.

**Council Approved:** May 26, 2016

**Revised** February 1, 2017, October 8, 2020

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

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