



**Position Title:** Tribal Resources Coordinator

*Departments: Cultural Preservation Department & Environmental Resources Department*

*Reports To: Cultural Perseveration Department & Environmental Resources Department*

*Status: Part-time*

*Pay Rate: \$15.00- \$20.00 per hour, depending on experience.*

*Open until filled.*

**Summary of position:**

Under the direction of the Departments of Cultural Preservation and Environment Resources the incumbent is responsible for assisting with data analysis and document/project research in support of environmental review projects. The position requires the use of independent judgment to successfully maintain and implement Tribal initiatives and department goals. The Departments of Cultural Preservation and Environmental Resources are seeking a qualified individual to assist the departments with the specified duties listed below:

- ❖ Assist and coordinate with ongoing projects and undertakings that have potential to impact the Tribe's resources.
  - i. Maintain hardcopy and digital logs related to office and field activities (field visits, meetings, travel, invoicing, purchasing, and meeting minutes etc.).
  - ii. Speak and write effectively, keep necessary records, prepare reports, and analyze facts and situations accurately and take effective action.
- ❖ Assist with and perform daily record keeping (i.e. monitoring log, field forms, etc.).
  - i. Daily response to action mailings:
    - Proofread, print and prepare response to action mailings for signature.
    - Digitize, log and send signed response to action mailings.
    - Digitize, log and file incoming office correspondence.
    - Digitize and organize daily logs and records produced in consultations and monitoring jobs.
  - ii. Assist with administrative duties:
    - Make appropriate travel arrangements for conferences, workshops, and monitoring jobs.
    - Schedule and coordinate monitoring jobs and staffing.
    - Schedule and arrange meetings and site visits.
    - Assist, coordinate, and schedule follow-up phone calls, emails, letters, site visits, and any other related meetings.
    - Assist with organizing events, including preparing programs and agendas, coordinating with other office staff, and planning for meetings and expected outcomes.
    - Assist with daily functions of the department.

**Essential duties and responsibilities:**

- **Assist in ongoing consultations of the department** – Keep records on all meetings and site visits. Keep records of all correspondences pertaining to consultation related mailings and reports. Follow-up and coordinate with the Departments of Cultural Preservation and Environmental Resources agreed upon outcomes of projects and undertakings that the department participated in.
- **Act as Tribal Liaison** – With direction from the Departments of Cultural Preservation and Environmental Resources, he/she shall attend meetings, public hearings or public scoping meetings, and site visits to gather information about projects or undertakings. He/she shall report findings back to the Departments of Cultural Preservation and Environmental Resources. He/she shall disseminate information gathered to the Departments of Cultural Preservation and Environmental Resources to make an informed decision. Assist

in follow through with decisions made by the Departments of Cultural Preservation and Environmental Resources for projects or undertakings.

**Educational Qualifications:**

- Possess at least, (AA and or AS) with 3 years of experience in museum studies, public history, anthropology, environmental planning, geography, ecology, or administrative related field.
- Possess at least one graduate degree, (BS, BA, MA, and or PhD) in museum studies, public history, anthropology, environmental planning, geography, ecology, or administrative related field.

**Preferred or Desirable Qualifications:**

- Ability to apply environmental law and theory, principles, and professional practices, to natural and cultural resource management projects and programs. Ability to inventory, process and catalog incoming correspondence including mail, reports, and resources management records.

**Special Requirements:**

- Must adhere to STRICT CONFIDENTIALITY in reference to all Wilton Rancheria information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Chair.

**Wilton Rancheria Preference Policy:**

7 WRC § 1-101, et seq. Article II, section 1-202:

- A. The Tribe shall give preference in employment opportunities to Wilton Rancheria tribal members and then to other Native Americans. In all instances of hiring, the Tribe shall endeavor to hire the most qualified applicant for any given position. However, in instances in which the qualifications of applicants are found to be highly similar, the Tribe's preference policy shall be strictly applied.

**Important Notices:**

- \* I have read the job description and I completely understand and acknowledge all of the job duties and responsibilities specified. I understand that the specified duties and responsibilities are inconclusive and may change in accordance with the needs of the organization without it being specifically stated in the job description. I understand this job description is not an exclusive or exhaustive list of all job functions that an Employee in this position may be asked to perform from time to time. The **Duties & Responsibilities** of the job can be *changed, expanded, reduced, or delegated* by Management to meet the needs of the organization. If I have any questions or concerns regarding the job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor.