



Natural Resources Program Manager Position Announcement

Position: Natural Resources Program Manager

Reports to: Executive Director

Status: Full-time (1.0 FTE, Exempt, Permanent)

Location: Portland, Oregon, with opportunities for remote work

Compensation: \$65,000 - \$88,000

Closing Date: May 19, 2023

About ATNI:

Incorporated in 1953, ATNI is dedicated to tribal sovereignty and self-determination, representing nearly 60 Tribal governments in the greater Northwest, including Alaska, California, Idaho, Montana, Oregon, and Washington. To learn more about ATNI, visit www.atnitribes.org.

Position Overview:

Affiliated Tribes of Northwest Indians (ATNI) is recruiting for a Natural Resources Program Manager (NRPM). The NRPM will lead the development and maintenance of a multi-faceted program that assists ATNI member Tribes to build their capacity to enact best practices in environmental protection and restoration. The NRPM will collaborate with and develop positive relationships with members of our ATNI member Tribes, ATNI Natural Resources/Land Committee Chairperson(s), Government Agencies, and other partners. The position reports to the Executive Director (ED).

Position Roles and Responsibilities

Advocacy and Policy Analysis (40%)

- Maintain a working knowledge of past ATNI Resolutions
- Assist in the analysis and development of natural resource policy and strategy
- Identify, research, and analyze current issues and trends that impact Pacific Northwest Tribes, and disseminate information as appropriate
- Annually, solicit and document feedback on the value of ATNI's services

Natural Resources and Land Committee Support (25%):

- Arrange and handle all logistics for the Natural Resources/Land Committee (NR/L) and other meetings or events as assigned, including scheduling, drafting agendas, developing, compiling, and distributing materials, facilitating meetings, and identifying the next steps
- Help draft, edit, and submit ATNI and NCAI resolutions
- Ensure minutes and activities are documented accurately and are accessible to the public
- Facilitate and participate in special project committees and/or workgroups

Event Coordination (10%)

- Work collaboratively with ATNI staff, NR/L, and ATNI members to develop and coordinate shared priorities, plans, and messaging that are responsive to the needs of our members
- Develop and monitor program and event budgets

Communications, Outreach, and Partnership Building (20%)

- Maintain ongoing communications via email, newsletter, website, social media, or other communication channels to share member Tribes' successes, and lessons learned, provide information about upcoming events, share resources, and respond to urgent needs
- Reach out frequently and visit members in-person throughout the year
- Develop effective relationships with state and federal government experts, training providers, other Tribes and consortia, and other organizations and partners that can assist members

Administrative and Operations Support (5%)

- At the direction of the ED, act as ATNI's primary contact for funders for the Natural Resources Program, including maintaining regular communication on the progress of the grant, projecting plans and expenses, gathering required information and testimonials, securing new resources, and managing the application and reporting process
- Assist the ED in the administration and management of grants and deliverables
- Partner to execute ATNI events, including three annual conferences

Qualifications

Position Requirements

- Associate, Bachelor's, or Master's degrees or any combination of experiences that have prepared you for the role of Natural Resources Program Manager
- Proven history of exceptional planning, managing multiple projects, multi-tasking skills, and the ability to prioritize work tasks, particularly without ongoing supervision accurately
- Experience in customer service, scheduling, coordinating, and/or facilitating committees, initiatives, or events
- Mastery of Excel, Word, PowerPoint, Gmail, Sheets, Forms, Docs, Survey Monkey, and Zoom
- Working understanding of effective policy advocacy
- Previous experience in a small nonprofit or in a position with a wide range of variable tasks
- Education or work experience directly related to Environmental Science, Natural Resource Management, or a related field is *preferred but not required*
- Previous experience working for a federally-recognized Indian Tribe or an inter-tribal consortium is *preferred but not required*

Professional Attributes

- General knowledge of Pacific Northwest-based Tribes and a working understanding of Tribal governments, cultures, customs, and histories
- Promotes a culture of respect, inclusion, and appreciation of diverse perspectives, backgrounds, and values, including respect for those with beliefs different from your own

- Strategic thinker
- Exhibits professionalism
- Exhibits curiosity, intentionality, and proactivity
- Effective problem-solver; anticipates roadblocks and mitigates them
- Excellent communicator; accepts and provides feedback
- Solution-oriented with a learning mindset
- Takes initiative
- Is a team player and finds joy in the simple act of helping others

Other Information

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.

Work Conditions

This is a regular, full-time exempt position based at ATNI's Portland office. Working hours are Monday through Friday, with occasional weekends and evenings. Regular lifting of 5-10 pounds is expected. Must maintain good attendance and regular communication, and be accessible and accountable to your colleagues. Employment is dependent upon the successful completion of a background check.

Travel

The NRPM will be required to travel to in-person meetings and will travel throughout ATNI's territory (Oregon, Washington, Idaho, Western Montana, Northern California, Nevada, and Southeastern Alaska) frequently and occasionally nationally. Travel for this position is estimated at 20% of the time. Employees receive mileage reimbursement and per diem allowances consistent with Federal rates.

Benefits

Benefits include access to 100% employee-only employer-paid medical, paid holidays, paid vacation, and a 401(k) retirement option with employer match.

How to Apply

To apply, please submit the following to humanresources@atntribes.org by May 19, 2023. Please put "Natural Resources Program Manager" in the subject line.

- A cover letter that addresses the position requirements and presents any other characteristics that you would like to highlight for consideration
- Current resume

To apply by mail, please send materials postmarked by May 19, 2023 to:

- PO Box 66209, Portland, OR, 97290.

The anticipated start date for this position will be in June 2023.