



## Senior Tribal Liaison Position Announcement

**Position:** Senior Tribal Liaison

**Reports to:** Climate Resilience Program Director

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

**Location:** Flexible remote work within the Pacific Northwest

**Compensation:** \$66,214-\$98,265, location dependent and commensurate with experience

**Closing Date:** Initial review of applications will begin on May 5, 2023, and open until filled

### **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.atntribes.org](http://www.atntribes.org).

### **Position Overview:**

Affiliated Tribes of the Northwest Indians (ATNI) is recruiting for a Senior Tribal Liaison (STL). The STL is assigned to the Northwest Climate Adaptation Science Center (NW CASC) to serve as the NW CASC's Senior Tribal Climate Resilience Liaison for Tribes located in the Pacific Northwest. The Senior Tribal Liaison will work with the Assistant Tribal Climate Resilience Liaison to advise the NW CASC's on tribal issues as they pertain to climate change, resource vulnerability, and climate adaptation actions. Our liaisons also provide climate adaptation training to Tribal Nations, develop partnerships to advance tribal resilience to climate impacts, and serve as an informational hub between Tribes, Federal agencies, researchers, and other tribal and non-tribal partners.

## **Position Roles and Responsibilities**

### **Partnership Building, Outreach, and Communications (35%)**

- Conduct outreach to tribal communities to learn about and assess their climate science needs and questions, and to inform them of the climate science and adaptation resources available to them through meetings with tribal governments, departments, NGOs, TCUs and schools, and individuals involved in climate adaptation work
- Implement the services delivered by the ATNI-NW CASC's Climate Change program, including identifying appropriate tribal collaborators for joint proposals and projects
- Ensure that NW CASC's research is framed holistically and inclusively to encompass environmental sustainability, traditional knowledge, exposure of indigenous peoples to the impacts of climate change, adaptation, and interpretation of locally relevant research findings
- Translate and communicate NW CASC's science to Tribal officials and resource managers, based on the relationship of trust among Tribal nations and with the Tribal citizens
- Plan and execute field visits to regional Tribes, as appropriate

- Attend and present at tribal meetings, as appropriate
- Serve on panels and engage in strategy sessions, workshops, and partner meetings
- Develop and distribute external communications related to this program's efforts

**Training, Technical Assistance, and Capacity-Building (35%):**

- Work with Tribal education programs to (1) build the scientific capacity and workforce of Tribal nations within the context of traditional and cultural practices, (2) enhance the diversity of the Federal workforce, particularly the Department of the Interior (DOI), and (3) assist with planning ATNI's Tribal Climate Camps and Climate Summits, and other opportunities upon request
- Provide climate adaptation planning support to tribal governments and community climate resilience stakeholders in coordination with the NW CASC and other partners
- Establish a liaison steering committee; plan and host steering committee meetings; and incorporate committee guidance into work plans
- Participate in a network of tribal climate science liaisons working within the CASC network
- Conduct tribal climate adaptation-related research as time permits

**Management and Supervision (15%)**

- Assist in the hiring, supervision, training, and mentoring of the Assistant Tribal Liaison, including, monitoring work plan, performance goals and objectives, and annual reviews
- Develop and manage ATNI's internship program in partnership with Assistant Tribal Liaison

**Administrative and Operations (15%)**

- Prepare and review reports, proposals, correspondence, and other documents for ATNI, NW CASC, DOI, USGS, and others, upon request
- Prepare reports and track NW CASC Tribal-related activities and corresponding metrics
- Maintain database and ongoing contact with Tribal resource managers and Tribal personnel involved in climate planning and risk management
- At the direction of the Climate Resilience Program Director, act as ATNI's primary contact for funders, including maintaining regular communication on the progress of grants, projecting plans and expenses, gathering required information and testimonials, securing new resources, and managing the application and reporting process
- Assist in the administration and management of grants and deliverables

**Qualifications**

**Position Requirements**

- Master's degree or higher, Ph.D. preferred, with three or more years of experience in an area of science relevant to climate change and Tribal issues, e.g. social sciences and public health
- Proven history of exceptional planning, managing multiple projects, multi-tasking skills, and the ability to prioritize work tasks, particularly without ongoing supervision
- Ability to develop and evaluate research proposals, methods, and outcomes

- Strong oral and written communication skills and the ability to articulate complex concepts to non-scientists and/or the general public
- Demonstrated knowledge and experience related to environmental sustainability, tribal traditional knowledge, tribal rights, and federal trust responsibilities; and/or exposure of Indigenous peoples to the impacts of climate change adaptation and interpreting research findings
- 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
- Exhibits professionalism
- Strategic thinker; Accepts and provides feedback
- Exhibits curiosity, intentionality, and proactivity
- Effective problem-solver; anticipates roadblocks and mitigates them
- Excellent communicator
- 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 remote position located within the Pacific Northwest. Working hours are Monday through Friday. This position will work occasional weekends and evenings. Regular lifting of up to 5-10 pounds is expected. Must be able to maintain a good attendance record and regular communication, and be accessible and accountable to your colleagues. Employment is dependent upon the successful completion of a background check.

### **Travel and Benefits**

This position will travel throughout ATNI's territory (Oregon, Washington, Idaho, Western Montana, Northern California, Nevada, and Southeastern Alaska) frequently and nationally occasionally. Travel for this position is estimated at 20% of the time. Employees receive mileage reimbursement and per diem allowances consistent with Federal rates. Benefits include 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 [cjones@atntribes.org](mailto:cjones@atntribes.org) by May 5, 2023. Please put "Senior Tribal Liaison Applicant" 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
- Unofficial transcripts (undergraduate, graduate, etc.)
- One example of writing skills (publications, reports, etc.)

To apply by mail, please send materials postmarked by May 5, 2023 to:

- PO Box 66209, Portland, OR, 97290.

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