

Environmental Administrative Coordinator

- Reports To:** Director of Natural Resources
- Location:** Department of Natural Resources, Orleans, CA
- Salary:** \$24,640 to \$39,200, depending on experience

Summary: The Environmental Administrative Coordinator shall receive direct supervision from the Natural Resources Director. The Environmental Administrative Coordinator shall assist in all technical, public, and environmental forums, as directed by supervisor. The Environmental Administrative Coordinator shall develop, administer, and assist in the management of environmental program deliverables and funds. In addition, the Environmental Administrative Coordinator shall assist the Natural Resources Director in working cooperatively with Federal, State, and local agencies to achieve the goal of the Karuk Tribe of California.

1) What are your typical job responsibilities?

1. All aspects of coordination of departmental budgeting, consulting with program Coordinators, Contract Compliance Officer and Chief Fiscal Officer.
2. Responsible for the development of all Natural Resources related consultant contracts, preparing and recording contract invoices, tracking contract deliverables and budgets.
3. Review all departmental expenditures
4. Review and revise all fiscal reports for submission to Department Director
5. Assist Department Director and program coordinators in public relations functions for matters relating to program activities. Coordinate with funding agencies to confirm project timelines and deliverables are met.
6. Coordinate funding source programmatic addendums, modification, and extensions.
7. Assist in proposal submission; including budget preparation, application forms, and due dates.
8. Assist in preparation and submittal of Request for Proposals for Consultant services.
9. Shall directly supervise select Natural Resources technical and support staff, as assigned.
10. Shall develop monthly Tribal Council Report for review by Department Director.
11. Shall be available for local and out of the area travel as required for job related duties and training. Shall attend all required meetings and functions as requested.
12. Other job related duties as assigned.

2) How do you really spend your day?

We update my job description on a regular basis, so it reflects my job duties pretty well. A lot of people come to me if they have a problem, "emergency" or some kind of immediate need. I try to direct them to the right person or do what I can for them.

3) How do you organize your day to ensure you get everything done?

By due date and last minute requests first. I really try to stay focused on what I need to get accomplished for the day. I set out with a goal for the day and try to get those tasks completed. I try to direct people to the correct person when they come to me with something that is definitely out of my scope, for instance, travel requests.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

My education left me with strong writing skills. Also, I happen to be good with numbers (an inherited trait.) My last job required me to handle all aspects of project management (budgeting, grant development, project layout, client and funding agency communication, timelines, report writing, fieldwork, etc). It also required a lot of travel and fieldwork. After a number of years in that position, I fell ill and was not able to be in the field, so, they laid me off. Even at the time I knew it was a blessing. I was sick and unemployed, and I took it as an opportunity to make a dramatic change in my life and moved to the woods. Luckily, I found this job! It was an amazing blessing.

5) Uppers; what is the thing that you love most about your job?

I like to think of myself as somewhat as an environmentalist and I feel like my job makes a difference in the world. I also enjoy grant writing and helping to expand the Department of Natural Resources programs.

6) Downers; what is the thing that you love least about your job?

My least favorite part is working with budgets and being in front of the computer all the time. I chose my degree specifically to avoid working in an office all the time.

7) What inspires, excites, and/or motivates you in your job?

I feel like my job makes a difference in to the environment and our small community. The grants and projects I help coordinate, not only help our environment, but create jobs, employee people, and support families, etc. I also appreciate being able to live in a rural community and be employed with a good, stable job that rewards me enough to be comfortable.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I'm basically here M-F, 8-5pm, one hour lunch. I hardly ever get to leave the office. Luckily, I have a window that faces out on the world.

9) How do you relieve stress?

I go home and make an effort not to think, discuss or worry about work outside of working hours. Also, I think that I am hardworking and make a good effort, but you can only do what you can do. Stressing over everything does not increase productivity. I also use my accrued leave.

10) Does your job include a lot of traveling? Do you enjoy it?

Very little traveling-maybe two or three times a year at most. I do enjoy traveling, even for work.

11) What advice would you give to someone interested in this line of work?

I hope you are a bookkeeper type, good with numbers and organized. You have to have multi-tasking skills and be detail orientated. I have many projects, documents, budgets, and proposals in all stages of completion and frequently need to know where anything is in a moment. Being good with people also helps, a significant portion of my job requires frequent interactions with funders, community members, consultants, and other employees.

12) What does a typical day in your world look like?

Get up- go to work-go home. I try to make the best of every day.