

POSITION DESCRIPTION

Title: Klamath River Campaign Coordinator

Reports To: DNR Director

Supervises: Campaign Volunteers

Salary: \$45,000 to \$55,000 (DOE)

Location: Orleans DNR Office

Classification: Full Time Exempt, Non-Entry Level

Summary: The Klamath River Campaign Coordinator will seek to utilize existing processes such as the Federal Energy Regulatory Commission's (FERC) Klamath Hydroelectric Project re-licensing process to improve the overall health of the Klamath River, enhance the native fishery, and protect the cultural uses of the river. The Coordinator shall seek opportunities for advancing the Karuk Tribe's restoration goals, within the context of the FERC process, as well as through grassroots organizing and lobbying. The Coordinator shall develop funding proposals, prepare budgets, monitor expenditures, and seek additional funding to increase the resource base, as required to meet overall goals and objectives.

Responsibilities:

1. Shall coordinate and collaborate with Karuk DNR staff and Tribal Council members in the development of a campaign to achieve the Tribe's restoration goals using policy advocacy, media outreach, direct lobbying, and grassroots organizing tactics and strategies.
2. Shall coordinate and collaborate with all Klamath Basin Tribes, commissions, agencies, Federal, State, and local governments, and non-governmental organizations (NGO's) to build a broad based coalition to reach shared goals for river restoration.
3. Shall provide advocacy services with federal, state, and private agencies as necessary; shall attend agency meetings when pertaining to funding and program expansion.
4. Shall work with appropriate tribal and agency staff, both internal and external, department directors and program planner to open avenues for funding and prepare grant applications.
5. Shall work closely with the Tribal Council and staff in the development of campaign goals and implementation strategies.

6. Shall be responsible for keeping the Tribal Council, Tribal Staff, Tribal Membership, and residence of the Klamath Basin informed on campaign goals, strategies and progress.
7. Shall work with relevant Tribal Council and staff to develop and disseminate a media message regarding river restoration issues.
8. Shall provide monthly reports to the DNR Director and Tribal Council, as may be required.
9. Shall attend monthly management team meetings, as required.
10. Shall prepare and develop grant-funding applications including goals, objectives, time-lines, and budgets, as necessary to ensure the overall success of the Tribe's restoration goals.
11. Shall be available for local and out of the area travel as required for job related functions and activities. Shall attend all required meetings and functions as requested.
12. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees, outside agencies, and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess Bachelor's Degree in Science or other Natural Resource related field with minimum of three years experience in social and environmental justice campaign management; Master's Degree in Public Administration or Business Administration desirable.
2. Must have knowledge of/experience with Tribal Self-Governance programs and processes.
3. Must have excellent interpersonal oral and written communication skills, demonstrated abilities and experience in creative problem-solving and conflict resolution.
4. Must have high-level computer literacy and demonstrated ability to utilize computers as professional management tools.
5. Must possess a valid California Driver's License, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to Confidentiality Policy.

7. Must successfully pass a pre-employment drug and alcohol-screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the Tribal Employment Rights Ordinance (TERO) 93-0-01, Tribal Preference will be observed in hiring.

Date Approved: January 6, 2005

Chairman's Signature: _____

Employee's Signature: _____