

---

**Department of Natural Resources**

39051 Highway 96  
Post Office Box 282  
Orleans, CA 95556  
Phone : (530) 627-3446  
Fax: (530) 627-3448

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Orleans Medical Clinic**

325 Asip Road  
Post Office Box 249  
Orleans, CA 95556  
Phone: (530) 627-3452  
Fax: (530) 627-3445

---

**Vacancy Announcement**

**Title:** Environmental Higher Education and Research Division

Coordinator

**Reports To:** Deputy Director of Eco-Cultural Revitalization, or  
whom they designate

**Location:** Department of Natural Resources, Orleans, California

**Salary:** \$22.12 to \$26.50 per hour, depending on education and  
experience

**Classification:** Non-Exempt, Non-Entry Level, part-time to full-time, pending funding  
availability

**Application Deadline: July 27, 2017**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/)  
The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected  
applicants must successfully pass a drug screening test and be willing to submit to a  
criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human  
Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email:  
[tparry@karuk.us](mailto:tparry@karuk.us)

## Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

☐ ☐ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.

☐ ☐ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.

☐ ☐ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.

☐ ☐ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.

☐ ☐ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.

☐ ☐ **References** – You **must** include at least three (3) references on your application including their contact information.

☐ ☐ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.

☐ ☐ **Resume** – while not required, it is a good practice to include a resume with your application.

☐ ☐ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.

☐ ☐ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page.**



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

---

## POSITION DESCRIPTION

**Title:** Environmental Higher Education and Research Division Coordinator

**Reports To:** Deputy Director of Eco-Cultural Revitalization, or whom they designate

**Location:** Department of Natural Resources, Orleans, California

**Supervises:** Program employees, as assigned; Volunteers and youth on an interim basis

**Classification:** Non-Exempt, Non-Entry Level, part-time to full-time, pending funding availability

**Salary:** \$22.12 to \$26.50 per hour, depending on education and experience

**Summary:** Shall work under the supervision of the Deputy Director of Eco-Cultural Revitalization, or whom they designate, to coordinate and assume responsibility for all Karuk Tribal obligations under the Environmental Higher Education and Research Division (Division) supporting grants, agreements, contracts and compacts. This position will coordinate off-campus satellite programs under parent institutions, facilitate college credit opportunities and placement for tribal youth and the tribal community, and develop and coordinate research opportunities in the fields of the natural sciences. This position shall coordinate with partners, ensure consistency between Division objectives and inter- and intra-departmental goals, and further the Division goals of the Píkyav Field Institute Program. This position may serve in the capacity of other Píkyav Field Institute Division Coordinators in the absence of these positions as long as supervisory span of control and efficiencies in operations can be maintained, and the requirements of associated grant deliverables can be met. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Responsibilities:**

1. Shall oversee the Environmental Higher Education and Research Division (Division) within the Eco-Cultural Revitalization Branch (Branch) of the Department of Natural Resources (Department), and further the goals of the Píkyav Field Institute Program (Program).
2. Shall coordinate and assume responsibility for all Karuk Tribal obligations under Division supporting grants, agreements, contracts and compacts.
3. Shall develop, maintain and implement Division-related agreements and contracts between the Department and partners.
4. Shall develop opportunities for and mentor research projects, coordinate off-campus satellite programs under parent institutions, facilitate college credit opportunities and placement for tribal youth and the tribal community pursuing studies in the fields of the natural sciences.
5. Shall pursue opportunities for accreditation of Division-related Píkyav Field Institute programs.
6. Shall work with partners to ensure feasible inclusion of tribal students into satellite environmental education programs and activities.
7. Shall pursue opportunities to create an accredited Karuk Tribal Institutional Review Board.

8. Shall maintain a calendar of tribal and partner activities performed in relation to all aspects of the Division that occurs within Karuk Ancestral Territory and homelands, and provide to Division stakeholders for outreach, coordination and scheduling purposes.
9. Shall work with Sípnuuk Division to establish, maintain and enlarge the Tribe's collection of learning materials pertinent to environmental higher education and research.
10. Shall conduct lectures for Division activities and environmental education programs that incorporate Karuk traditional education methods and traditional ecological knowledge.
11. Shall coordinate non-classroom Division-related learning and training experiences for students, partners, tribal employees, and researchers including field trips and outdoor education and training classes.
12. Shall coordinate, supervise and evaluate activities of Cultural Practitioners as guest speakers and consultants during Division-related activities.
13. Shall ensure all travel, purchases, contracts, etc. are authorized expenditures and coded to appropriate budget and line item for Division.
14. Shall coordinate with partners, contractors and associated participants and ensure consistency and maximize synergies between Program objectives and inter- and intra-departmental goals.
15. Shall develop and implement survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with Division projects and activities.
16. Shall present updates to Pikyav Field Institute Program Manager, Department Director, Department Deputy-Directors, and Tribal Council as requested.
17. Shall conduct Division-related outreach media as required by grant-funded projects and as opportunities arise.
18. Shall complete all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
19. Shall seek additional funds to support full range of opportunities to meet of the Division's goals and objectives.
20. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Minimum of two (2) years' experience as lecturer in an institution of higher education preferred.
2. Minimum of one (1) year experience in post graduate research preferred.
3. Minimum of one (1) year experience in grant writing and demonstrated success in securing grant awards preferred.
4. Experience and knowledge related to traditional land management preferred.
5. Demonstrated baseline knowledge of Karuk culture and traditions.
6. Demonstrated proficiency in Microsoft Office programs, such as Excel, PowerPoint, Publisher, and Word, and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
7. Demonstrated ability to work effectively with researchers, educators, agency officials, pre-college and college students and the greater community in culturally diverse environments.
8. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
9. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
10. Demonstrated ability to establish and maintain harmonious working relationships with other employees and the public.
11. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in Education, Nutritional Health, Native American Studies, English, Natural Resources or related field, and one (1) year experience; or
  - b. An equivalent combination of education and related experience will be considered.
2. Must have a minimum of two (2) years' experience working with college-level students.
3. Must have baseline knowledge of Karuk culture and traditions.
4. Must have knowledge of basic requirements for conducting academic research.
5. Must be able to complete required training and travel for extended periods as needed.
6. Must have a minimum one (1) year experience in supervising and personnel management.
7. Must be proficient in use of Microsoft Excel and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
8. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test and criminal background check, as well as meet the public health requirements of our partnering educational institutions.
11. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy, if applicable.
12. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
13. Must adhere to the policies and procedures of the Karuk Tribe.

**Physical and Environmental Requirements:** Must be able to work up to 4 hours per day teaching and/or guiding research in the classroom and field.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:**     **May 26, 2016; revised February 1, 2017**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_