

## Intertribal Timber Council Job Announcement

**Job Title:** Workforce Coordinator  
**Opening Date:** May 1, 2017  
**Closing Date:** May 26, 2017  
**Classification:** Full time, regular, exempt  
**Salary/Wage:** \$60,000 - \$70,000  
**Location:** Portland, Oregon



**Job Summary/Primary Responsibility:** Established in 1976, the Intertribal Timber Council (ITC) is a nonprofit nation-wide consortium of Indian Tribes, Alaska Native Corporations, and individuals dedicated to improving the management of natural resources of importance to Native American communities.

The ITC works cooperatively with the Bureau of Indian Affairs (BIA), the USDA Forest Service, other tribal organizations, private industry, and academia to explore issues and identify practical strategies and initiatives to promote social, economic and ecological values while protecting and utilizing forests, soil, water, and wildlife. Over 60 tribes and Alaska Native Corporations currently belong to the ITC. Our purposes include, but are not limited to, the following:

- Promote sound, economic management of Indian forests
- Facilitate communication
- Collaborate with the BIA and others interested in improving the management of Indian natural resources
- Help establish natural resource-based business enterprises
- Encourage the training and development of Indian natural resource staff

This position will address education and training recommendations by IFMAT-III, which recommended a national education coordinator, which receives guidance through an Indian Forestry Education Committee (IFEC) with BIA and ITC representatives.

**Essential Job Functions:** The ITC Work Force Coordinator (WFC) is to address the Pathways Program, youth outreach, training, and promote forestry education and careers.

1. A central component of the ITC WFC duties will be providing coordination and liaison functions between BIA and tribes on Indian forestry and forestry workforce promotion, outreach, recruitment, education, training, continuing education, and late career engagement.

Close collaboration with BIA Forestry will be required in the performance of almost all functions, and particularly on the BIA pathways program, orientation, and continuing education, perhaps including activities at the suggestion of the agency. Provide "technical assistance" to the BIA pathways program and recruitment for it,

2. The ITC employee's conduct of the youth outreach effort, while set-up with BIA collaboration and conducted with on-going BIA cooperation and oversight, could involve a significant degree of independent and self-directed activity that would include a youth camp and/or providing outreach material such as Project Learning Tree
3. Assist BIA with their forestry and fire management training program development and implementation.
4. Attend conferences & career fairs and actively travel to appropriate Native American audiences.
5. Other duties as assigned, as directed from the ITC Education Committee

**Job Requirements/Qualifications:** A Master's Degree in Education, Public Administration, or related field and 3-5 years of experience working on tribal education issues and workforce development OR the equivalent of job experience in this area.

The following requirements are highly desired:

- Working experience and knowledge of learning styles of Native Americans and instructional strategies.
- Grant writing experience.
- Publications development.
- Thorough knowledge in one of the following fields of natural science and natural resource management and working knowledge in all: fisheries, wildlife, forestry, range, geology, ecology, and archaeology.
- Experience developing and/or implementing natural and cultural resource curriculum or outreach materials for students.
- Experience developing and implementing assessment methods of instructional program effectiveness.
- Computer skills: Microsoft Access, Excel, Outlook, Publisher, PowerPoint, and Word. Also Photoshop and webinar conferencing.
- Excellent communication and presentation skills, both oral and written.
- Ability to work independently, read and apply policy and regulations, set an agenda and accomplish outcomes.
- Ability to network with a wide variety of professionals representing many state, federal and tribal organizations, ability to interact with external entities in a professional manner as a representative of the ITC.

**Supervision Received:** The WFC reports to the ITC President and works under the general guidance and direction of the ITC Education Committee Chair.

**Supervision Given:** None.

**Working Conditions:** Most work occurs in a standard office environment, some work will also include field conditions, generally eight working hours per day.

Significant travel is required at various times of the year.

The WFC must be resourceful and physically able to assist in the physical set-up of booth at conferences, handle boxes, including the ability to lift up to 50 lbs.

**Salary Range:** \$60,000 - \$70,000 depending on experience.

All qualified individuals, including women, veterans, minorities and individuals with disabilities are encouraged to apply and will be given fair and equitable consideration.

**Application procedure:** Hiring preference will be given to qualified enrolled members of federally recognized tribes and Alaskan Natives. Veterans' preference may also apply. All qualified individuals, including women, veterans, minorities and individuals with disabilities are encouraged to apply. If accommodations are needed during the application process, please call 503-282-4296 and ask for Laura Alvidrez, Program Manager.

**Note: Incomplete applications will not be considered.**

Submit cover letter, CV/resume, not to exceed two pages and a list of at least three professional references to: Intertribal Timber Council, 1112 NE 21<sup>st</sup> Avenue, Suite 4, Portland, OR 97232. Applications may also be e-mailed to [intertribaltimbercouncil@gmail.com](mailto:intertribaltimbercouncil@gmail.com) or faxed to 503-282-1274.