



Job Title: Tribal Resilience Specialist
Department: Project Management and Planning
Reports to: Senior Project Manager
FLSA Status: Exempt
Salary Grade: \$63,398.40 - \$88,753.60
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Senior Project Manager, the Tribal Resilience Specialist will help build climate resilience in our communities and will foster collaboration among various stakeholders to address the impacts of climate change. The Climate Resilience Specialist will support the need to combat the negative impacts of climate change and will focus primarily on mitigating specific climate change challenges that negatively affect the Tribe and tribal citizens. This individual will provide support in organizing community involvement initiatives, collaborating with state, federal, and non-federal partners, and will support the development and implementation of community resilience plans, vulnerability assessments, strategic planning efforts, and data gathering. This position will require you to travel 10-20% of the time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support the development of community involvement initiatives, workshops, and outreach events to raise awareness about climate resilience.
2. Participate in engagement efforts with community members, local leaders, and stakeholders to gather input and feedback for resilience planning.
3. Assess and bring potential recommendations for actions based on input from partners and project stakeholders.
4. Assist in the development of community resilience plans and implementation actions.
5. Attend any Tribal Advisory Group meetings as needed and support the development of the Tribe's Resilience Management Plan.
6. Provide project implementation and performance assistance to ensure compliance with grant requirements, including grant award execution, administration, performance, reporting, and oversight of budgets.
7. Contribute to the development of vulnerability assessments, risk analyses, and adaptation strategies.
8. Support the integration of Strategic Planning initiatives.
9. Support the integration of climate resilience considerations into local policies and practices.
10. Gather and analyze data related to climate impacts, vulnerabilities, and adaptation measures.
11. Assist in the creation of data-driven reports and recommendations for decision-makers.
12. Travel to training sessions and workshops, both locally and regionally, to build the capacity of community members and partners in climate resilience.

13. Provide technical assistance and guidance to stakeholders on resilience best practices.
14. Organize and facilitate meetings, workshops, and working groups with resilience partners.
15. Ensure timely communication and follow-up on action items and agreements.
16. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel may be occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. An understanding of climate change impacts, vulnerabilities, and adaptation strategies is essential. Knowledge of climate science and its local implications is crucial for guiding resilience planning efforts.
2. Familiarity with environmental science principles, including ecosystem services, natural resource management, and sustainable practices, is beneficial for assessing vulnerabilities and proposing adaptation measures.
3. Knowledge and experience in working with Tribal nations.
4. Knowledge of urban planning and sustainability concepts is valuable in integrating climate resilience into local policies, land use plans, and infrastructure development.
5. Proficiency in data collection, analysis, and interpretation, including the use of data analysis software, is necessary for assessing climate-related data and making informed decisions.
6. Understanding effective community engagement strategies, including techniques for gathering input and feedback, is essential for fostering collaboration and building community support.
7. Knowledge of relevant local, state, and federal regulations related to climate resilience, land use, and environmental protection is important for compliance and policy advocacy.
8. Strong project management skills are needed to coordinate and oversee various climate resilience initiatives, ensuring that projects are completed on time and within budget.
9. Excellent verbal and written communication skills are crucial for conveying complex climate information to diverse stakeholders, writing reports, and facilitating meetings and workshops.
10. Proficiency in data collection, organization, and analysis, including the use of data visualization tools, is important for developing data-driven recommendations.
11. The ability to build and maintain positive relationships with a wide range of stakeholders, including community members, government agencies, and nonprofit organizations, is vital.
12. Familiarity with relevant technical tools and software for climate resilience planning.
13. The capacity to identify challenges related to climate resilience and propose innovative solutions.
14. The ability to adapt to changing circumstances, priorities, and new information is critical in the dynamic field of climate resilience.
15. Collaborative skills to work effectively with diverse teams and individuals, including those from

different backgrounds and perspectives, are necessary.

16. Strong leadership abilities to guide and inspire community members, partners, and colleagues in resilience planning and implementation.
17. A commitment to Tribal community well-being and a genuine interest in addressing the needs and concerns of the communities affected by climate change are fundamental.
18. The flexibility and willingness to travel to meetings, training sessions, and workshops, sometimes regionally and nationally, as required.
19. Sensitivity and cultural competence to engage with diverse communities and respect their values and perspectives are crucial for effective community outreach and engagement.

QUALIFICATIONS

- A. Bachelor's degree in environmental sciences, urban planning, energy, sustainability, or related field required. Master's, PhD, or JD in above fields is preferred.
- B. At least 5 years of relevant experience working on climate/sustainability-related issues with American Indian and Alaskan Native populations or other underserved communities.
- C. Experience in community engagement, project management, or climate resilience planning required.
- D. Strong interpersonal and communication skills, with the ability to engage diverse stakeholders.
- E. Current and Valid Oregon driver's license in good standing (or ability to obtain one) with no insurability issues with the Tribe's insurance carrier.