



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 11/01/2024

Closing Date: 11/15/2024

Position Title: Program Coordinator

Department: Natural Resources

Work Schedule: 40 hours per week

Wage Rate: Pay Range 67: \$40.82- \$52.25/Paid Bi-Weekly/Overtime- Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's of Science Degree with specialization in Forest Management
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION: Program Coordinator: Indian Youth Service Corps (IYSC)

WORKSITE: Based at Tule River Indian Reservation, Natural Resources Department travel within Tulare, Kern and Fresno Counties

GENERAL POSITION DESCRIPTION

The Program Coordinator will work under the overall direction of the Natural Resource Director. The Program Coordinator will follow all rules of the Participating Agreement between Tule River Indian Tribal Council and the USDA, Forest Service SEQUOIA National Forest. He/She will work with the Tubatulabal (Kern County) and Wukchumni Tribe of Tulare (County) who are a party to this agreement.

DUTIES AND RESPONSIBILITIES:

1. Create and manage project budgets and work plans in coordination with participating Tribal groups, and in accordance with agreement accomplishment requirements.
 2. Oversee IYSC hiring and deployment throughout the Southern Sierra.
 3. Design and implement protocols for mapping and tracking project work progress.
 4. Manage procurement of supplies, equipment, vehicles, and services necessary to complete the project.
 5. Coordinates with Tribal and Forest Service representatives and schedules work plans, environmental clearances, and logistical support for youth workers.
 6. Administer vegetation projects including supervising tree planting, project mapping, stocking surveys.
 7. Coordinate with nurseries, cone collectors, and Forest Service Staff as necessary to ensure that seeds and seedlings are collected and transported to planting sites.
 8. Provide supervision for relevant field work. Provide "Tailgate" safety meeting sessions for the team prior to work commencing.
 9. Participates in natural resources related meetings with cooperating agencies such as the Bureau of Indian Affairs, Forest Service, U.S. Fish & Wildlife Service, and other local Agencies.
 10. Must be willing to attend training and workshops, seminars to increase knowledge and awareness of job duties.
 11. Adhere to tribal laws, regulations, policies, and procedures.
 12. Other duties as assigned by the Director of Natural Resources or Forester.
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QUALIFICATIONS:

1. Bachelor's degree (B.S. or B.A.), or course work toward a bachelor's degree, from four-year college or university in Wildlife Biology, Forestry or Forest Science, Natural Resources, or

Approved By TRTC: 10/08/2024

related field; or one-year (1) to two-years related experience and/or training; or equivalent combination of education and experience, including familiarity with concepts in forest ecology, and wildlife management techniques.

2. Basic working knowledge of ArcGIS Pro or ArcGIS Online and ability utilize survey apps.
3. Working Knowledge of Microsoft Office Software (Word, Excel, Outlook).
4. Familiarity with trees, plants and animal communities of the Southern Sierra.
5. Knowledge and experience of basic chainsaw operations, chipping and other woody debris removal is a plus.
6. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
7. Must be in good physical condition and able to hike alone in mountainous terrain using maps, compass and/or GPS unit.
8. Must possess a valid CA Driver's License, be insurable through the Tribe, and able to operate a four-wheel drive vehicle on steep mountain roads. Must successfully complete a pre-employment drug & alcohol screen and background check per Tribal employment policy.
9. Should have prior experience with reforestation projects, cone gathering, seedling release, and stocking surveys.
10. Must be eligible to work with youth in accordance with the Tribe's background policy.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to create, manage and invoice project budgets.
2. Strong coordination, communication and strategic planning skills.
3. Ability to abide by Departmental Policies and Procedures.
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Ability to explain to community members and visitors the role of the Natural Resources Department in the management of natural resources on the reservation.
6. Ability to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form.
7. Ability to deal with problems involving several concrete variables in standardized situations.
8. Ability to work well with others.

WORKING CONDITIONS:

Position requires prolonged standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Frequently, must be able to lift up to 30 pounds, normally must be able to lift up to 50 pounds, and occasionally must be able to lift over 50 pounds. Noise level is generally loud. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Reports To: Natural Resource Director

Salary: Pay Range 67: \$40.82- \$52.25/HR
Paid Bi-weekly/ Overtime Eligible

Working Hours: 40 Hours per week/ Flexible

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K)
participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN
APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE
ORDINANCE; VETERAN PREFERENCE