



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Aquatic Invasive Species Coordinator  
Lummi Natural Resources Department (LNR)

**OPEN:** July 21, 2022

**EXEMPT:** Yes

**SALARY:** (10-11) \$28.85-37.16 /hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**GRANT ENDS:** 09/30/2023

**CLOSES:** August 17, 2022

**JOB CODE:**

**DIVISION:** Harvest Management

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** Harvest Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Aquatic Invasive Species (AIS) Coordinator is a professional level position that will be assigned projects that are a high priority for the Lummi Natural Resource (LNR) Department. Under the direction of the Fisheries Harvest Manager, the AIS Coordinator will oversee all aspects of LNR's response to the invasion of European green crab (EGC) on Lummi Reservation tidelands and neighboring nearshore areas of the Salish Sea, including work plan development and implementation, budget planning and administration, and grant writing and reporting. This position will be responsible for hiring, oversight and evaluation of up to eight full time employees and up to an additional six seasonal technicians. The AIS Coordinator will be an integral member of the Lummi Nation's EGC Task Force and will coordinate with tribal, state, and federal partners to develop and implement a comprehensive strategy to reduce EGC populations to the lowest extent possible. This position requires experience in project management and administration, and knowledge of aquatic invasive species is desirable. This position is grant funded and may be extended if additional funding is received. This position will receive health and retirement benefits, in addition to paid sick leave and annual leave.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

### **Program Management**

1. Develop and implement annual work plans focused on reducing EGC populations to the lowest extent possible; participate in the development of strategic short- and long-range objectives that meet LIBC and LNR goals;
2. Coordinate with tribal, state, federal and international partners (e.g., WDFW, WSG, USGS, EPA, DFO) in the development and implementation of invasive species management plans, monitoring, population control strategies, and biological modelling;
3. Develop job descriptions, hire, train and supervise professional and technical staff in support of LNR's response to invasive species; ensure that biologists and technicians are meeting program goals and objectives;
4. Ensure strong communication and coordination with LNR's Shellfish Hatchery and Salmon Enhancement Division;

5. Participate in public meetings, conferences, and workshops related to EGC control and management;
6. Oversee LNR's invasive species field data collection and management; develop and implement data QA/QC protocols and ensure data is accurately recorded and archived;
7. Oversee data tabulation and analysis to support program objectives;
8. Plan, schedule and facilitate regular Lummi EGC Task Force meetings and discussions;
9. As part of the EGC Task Force, evaluate and implement LSP infrastructure projects and large-scale EGC prevention measures (e.g., tide gate replacement, rotenone treatment, improved LSP access and other EGC deterrents)
10. Provide technical recommendations to Lummi policy representatives;
11. Develop and implement clear protocols for field work and data collection;

### **Grant Writing, Reporting and Technical Communications**

12. Develop and submit grant proposals and budgets to support invasive species management;
13. Oversee project implementation and administration, track grant status, ensure grant and contract goals and objectives are fulfilled, ensure timely completion of progress and annual reporting;
14. Prepare written technical documents and presentations, including memoranda and comprehensive scientific reports, for in-house distribution and dissemination to co-managers;

### **Administrative Duties**

15. Prepare annual budgets for funding associated with invasive species; track expenditures to stay within each budget;
16. Develop, finalize, and administer sub-contract awards and modifications for EGC trapping, removal, and disposal in accordance with Lummi Procurement Policy and funding agency requirements;
17. Oversee purchasing of supplies, field gear, capital items and services necessary for responding to invasive species

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in environmental science, planning or management, business administration, operations, or project management and five (5) years of professional level experience **OR**;
- Master's degree in environmental science, planning or management, business administration, operations, or project management and three (3) years of professional level experience **OR**;
- PhD in environmental science, planning or management, business administration, operations, or project management and one (1) year of professional level experience
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Experience working with Native American tribes preferred;
- Knowledge and experience in invasive species management and administration;
- Excellent oral and written communication skills, cultural sensitivity, empathy, and ability to work with diverse groups
- Demonstrated ability to comply with established policies and standard protocols;
- Demonstrated ability to work independently, to coordinate multiple projects simultaneously, and to effectively prioritize tasks
- Demonstrated ability to complete technical reports;
- Strong administrative skills including supervision of staff, budget management, and project organization;

- Experience preparing grant proposals and meeting grant deliverables;
- Experience with Microsoft Excel, Word, PowerPoint, Access, and electronic field data collection;

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on **September 30, 2023**. If additional funding is received, this position may be extended but -will need to be reviewed for grading purposes.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.