



# 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:** LFNRC Policy Coordinator/Writer

*\*Re-Advertise\**

**OPEN:** March 14, 2023

**EXEMPT:** Yes

**SALARY:** (8/10) \$23.05-\$34.26/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** LNR

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** LNR Director

**VACANCIES:** 1

**JOB SUMMARY:** The Lummi Fisheries and Natural Resources Commission Policy Coordinator works under the direction of the Lummi Natural Resources Department (LNR) Director's Office to assist with the coordination and administrative implementation and technical support services necessary for the Lummi Fisheries and Natural Resources Commission (LFNRC) to implement its duties per the Lummi Nation's Natural Resources Code of Laws, Title 10 (hereafter, Title 10). The LFNRC Policy Coordinator shall support the eleven elected LFNRC representatives by coordinating and writing policy memos and recommendations, documenting policy positions, and assisting with budget development and administration. Administrative duties may include drafting Lummi Indian Business Council (LIBC) resolutions, memos, letters and other official policy documents, grant writing, program and grant administration, budgeting and budget management, and gathering and analyzing information to assist in developing recommendations and informing decision-making on natural resource management issues under its purview according to Title 10. This is a developmental position, and the incumbent may be mentored to full capacity as long as they have the basic qualifications (writing, computer skills, personality, etc.). A long term commitment is expected from the incumbent and the tribe also commits to providing the financial resources, and necessary capacity to mentor the incumbent. Upon selection- a work plan will be developed within the first 90 days.

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

1. Coordinate the functions of the elected committee members of the LFNRC, developing strategies to meet the Lummi Nation's treaty right harvest goals and assist the LFNRC in drafting policy recommendations to the LIBC.
2. Facilitate and coordinate cooperative planning in conjunction with LIBC, LNR, LNP, and Culture department, other relevant LIBC departments as needed and Natural Resources Issues Teams, and Lummi's fishing, hunting and gathering community as required.
3. Coordinate the LNRFC's calendar per their annual work plan, ensure relevant commissioners are informed of upcoming meetings, are briefed on the issues, and have policy position/talking points prepared.

4. Coordinate the LFNRC's participation in negotiating annual shellfish harvest management plans
5. Coordinate and Participate in annual fisheries negotiation processes: PFMC, NOF, PST, and other relevant processes as directed.
6. Coordinate, facilitate, and document LFNRC monthly and annual meetings under LNR Director's Office and LFNRC Chair direction.
7. Coordinate LFNRC's participation in Lummi's U&A-wide processes involving the protection of treaty rights to harvest per LIBC direction and coordination with LNR. Participate in harvest, hatchery, and natural resource protection policy and technical processes and coordinate information and actions needed to protect and maximize Lummi fisheries, hunting, and gathering and other natural resource objectives. Produce written notes that communicate meeting outcomes and document LFNRC responses.
8. Assist with collecting information from Lummi fishing, hunting and gathering communities including documenting and archiving of historical information and affidavits and other relevant information necessary for political and legal strategies.
9. Participate as technical/policy coordination staff in natural resources processes and meetings of the tribes, federal, state and local agencies. Under the direction of the LNRFC, propose and draft meeting responses for the review and approval of Lummi policy bodies.

#### **MINIMUM QUALIFICATIONS:**

- Master's degree in fisheries or related natural resources field (e.g., native environmental science, ecology, zoology, geology, environmental biology, etc.) *preferred*
- **OR** Bachelor of Science in fisheries or related natural resources field (e.g., native environmental science, fisheries, ecology, zoology, geology, environmental biology or policy) plus 2 years of professional experience in natural resource management can substitute for a Master's degree.
- **OR** relevant experience which includes one year equal to a Natural Resources Specialist III or above or two years equal to a Natural Resources Specialist II or above. Additional qualifying experience may be substituted, year for year, for education.
- 1 year of experience in one of following: federal, state, local, and tribal government and processes, environmental and tribal law; salmon policy, administration, and management in the Pacific Northwest; knowledge of salmon harvest, hatchery, and habitat issues in Lummi's U&A.
- 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 in Tribal fisheries management and/or natural resource management
- Ability to coordinate/facilitate meetings and have excellent oral and written communication skills, cultural sensitivity, empathy, and cooperative and collaborative problem solving approach.
- Demonstrated organizational skills and ability to follow up on meeting actions plans and provide technical reports, meeting notes, and other work products in a timely manner. Proficient using MS Office, developing PowerPoint presentations, and other computer applications.
- Knowledge of natural resource management; applicable environmental regulations; principles, practices, and methods of environmental science and environmental problem solving.

- Must maintain strict confidentiality at all times. Must be discrete, treat people with dignity and respect, and be patient, courteous, and kind.

**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 Criminal Background Check.
- 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.