



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: Natural Resources Climate Change Coordinator/Manager

OPEN: October 30, 2023

EXEMPT: Yes

SALARY: (11-12) \$34.94-\$45.20/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: November 27, 2023

JOB CODE:

DIVISION: Climate Change

DEPARTMENT: Natural Resources

SUPERVISOR: LNR Director

VACANCIES: 1

JOB SUMMARY: The Lummi Natural Resources (LNR) Climate Change Coordinator directs and coordinates the implementation LIBC's Climate Change Mitigation and Adaptation Plan (CCMAP) within the Natural Resources Department and the community with the goal of creating climate resilience in Lummi Nation's built and natural environments. The Climate Change Coordinator also supports the implementation of the LIBC's Strategic Energy Plan (SEP) within the Natural Resources Department and the community with the goal of reducing carbon emissions to mitigate future climate change.

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

1. Develops and monitors a climate action program to implement LIBC's Climate Change Mitigation and Adaptation Plan (CCMAP) and Strategic Energy Plan (SEP), including new regulation development, annual budget preparation and monitoring, grant writing, staffing needs and management systems development, and performance and accountability assessments such as annual performance goals and measures for strategies and actions in the CCMAP and SEP. This includes implementing the existing relocation, managed retreat, and/or protect-in-place actions in the CCMAP.
2. Develops and supports a comprehensive LIBC-wide climate data management system that can be used and accessed by multiple departments. This data management system will also be used to track carbon reduction projects within Lummi's Usual and Accustomed Areas that are implemented by other organizations. Develops performance metrics, including routine greenhouse gas emissions inventories, for climate strategies and actions. Uses data management system to support a formal, comprehensive LIBC/LNR greenhouse gas assessment performed every five years to update the CCMAP and SEP.
3. Works closely with outreach staff to plan and develop educational materials and workshops as well as a public dashboard to monitor progress and the effectiveness of climate strategies and actions, as well as relocation, managed retreat, and protect-in-place actions.
4. Serves as the LIBC's climate and energy programs liaison to outside entities including other jurisdictions, government agencies, legislative bodies, contractors, and non-governmental

partners. Develops strategic partnerships within the community to facilitate and expand climate resilience and hazard mitigation efforts in support of the CCMAP and SEP.

5. Coordinate consultation requests from prospective applicants with regards to climate projects that may impact the Lummi Nation's Usual and Accustomed Areas.
6. In consultation with the Natural Resources Department Executive Director and the Human Resources Department, hires staff members and manages performance including providing appropriate training, conducting regular performance appraisals, and administering corrective action if necessary;

MINIMUM QUALIFICATIONS:

- Grade 11 (\$34.94 - \$39.35)
 - Bachelor's degree in Native Environmental Science, Energy Science, Public Policy, Project Management, or related field; and
 - One (1) year of experience in environmental sustainability (i.e., climate change, emissions reduction strategies, ecosystem resilience, renewable energy practices, or relevant experience).
- Grade 12 (\$40.14 - \$45.20)
 - Bachelor's degree in Native Environmental Science, Energy Science, Public Policy, Project Management, or related field; and
 - Two (2) years of experience in environmental sustainability (i.e., climate change, emissions reduction strategies, ecosystem resilience, renewable energy practices, or relevant experience); **OR**
 - Master's degree in Environmental Science, Energy Science, Public Policy, Project Management, or related field.
- 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:

- Current climate change issues, climate change science, emissions reduction strategies, renewable energy practices, and climate resilience actions.
- Current trends, practices, technology, and information affecting the climate and energy fields, especially greenhouse gas inventories and how to reduce emissions.
- Current approaches to identify and address vulnerabilities due to projected climate impacts and current practices, strategies, and actions to build resilience to projected climate impacts.
- Federal, state, and local policies, codes and regulations concerning climate change, energy use, and natural resource management.
- Requires the ability to:
 - Effectively communicate in public forums and with state and local agencies and regulators.
 - Respond to and adapt to changing priorities set by the Natural Resources Director and LIBC Council.
- Ability to coordinate/facilitate meetings, and have excellent oral and written communication skills, cultural sensitivity and awareness, empathy, and cooperative and collaborative problem solving approach.

- Demonstrated experience in writing technical documents, such as grant proposals, interagency agreements, or technical reports.
- Ability to pay attention to detail, effective utilization of time during regular business hours, and the ability to work beyond regular working hours when required to meet task objectives in a timely fashion.
- Strong computer background with experience using MS Word, Excel, Outlook, Access, and Power Point.
- Demonstrated ability to produce oral and written technical reports in a timely manner.
- Must maintain strict confidentiality at all times.

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 pass a written essay.

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. 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.