



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: Climate Resilience Specialist

OPEN: June 12, 2024

EXEMPT: Yes

SALARY: (9) \$26.48-\$29.82/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: July 29, 2024

JOB CODE:

DIVISION: Climate Change

DEPARTMENT: Natural Resources

SUPERVISOR: Climate Change Manager

VACANCIES: 1

JOB SUMMARY: The Lummi Natural Resources (LNR) Climate Resilience Specialist provides support for LNR's Climate program. The Climate Resilience Specialist will work with the LNR's divisions to synthesize climate related literature, coordinate meetings with partners and other departments in the Lummi Indian Business Council (LIBC), conduct outreach and education to the Lummi community including students, assist the Climate Change Manager (CCM) with the implementation of projects, and track carbon projects in the Lummi Nation's Usual and Accustomed Grounds.

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

1. Conduct research with regards to current climate change issues, climate change science, emissions reduction strategies, renewable energy practices, and climate resilience actions. This includes the types of carbon reduction projects and their potential impact on natural resources and air quality. Maintain an electronic library of articles by topic.
2. Enters climate project data (LIBC and outside entities) into LNR's climate data management system (Geographic Information 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.
3. Work 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, including relocation, managed retreat, and protect-in-place actions.
4. Identify gaps in data needed to be collected or actions not yet completed that address relocation, managed retreat, and protect-in-place options
 - a. Prepare a list of goals, objectives and actions that are related to relocation, managed retreat, and protect-in-place as listed in the Multi-Hazard Mitigation Plan (MHMP), Climate Change Mitigation and Adaptation Plan, and Flood Policy (appendix in CCMAP).
 - b. Develop a list of projects completed that address actions in 4a.

- c. Cross reference completed projects with actions developed in task 4.
5. In consultation with the CCM, coordinate carbon project consultation requests from prospective applicants with regards to climate projects that may impact the Lummi Nation's Usual and Accustomed Areas. Maintain documentation of responses to each request.
6. Assist the CCM with contracts, invoices, and tracking budgets.
7. Assist the CCM in the preparation of grant applications.
8. Attend climate change related trainings, conferences, and workshops.
9. Take courses in facilitation and project management.
10. Attend regional meetings that include information and opportunities to present about the Lummi Nation's climate change actions.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in environmental and/or energy science, public policy, project management, or a related field; OR
- AA degree in environmental and/or energy science, public policy, project management, or a related field and 2 years of related 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:

- 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.
- Ability to coordinate meetings, and have excellent oral and written communication skills, cultural sensitivity and awareness, empathy, and cooperative and collaborative problem solving approach.
- 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. Experience with Geographic Information Systems a plus.
- 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.

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.