



# 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:** Environmental Policy Analyst

**\*\*Re-Advertise\*\***

**OPEN:** January 6, 2025

**EXEMPT:** Yes

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

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** January 31, 2025

**JOB CODE:**

**DIVISION:** LNR Director's Office

**DEPARTMENT:** Lummi Nation Resources

**SUPERVISOR:** LNR Director

**VACANCIES:** 1

**JOB SUMMARY:** The Environmental Policy Analyst works directly with the LNR Director's Office and provides leadership and management of high priority natural resource issues to achieve LNR's mission to protect and maximize natural resources for the future generations of Lummi tribal members. The Environmental Policy Analyst shall coordinate and serve as a key member of Lummi Indian Business Council natural resources policy, legal, and technical teams that develop and implement strategic campaigns to defend, protect, and maximize fisheries Treaty Rights. The Environmental Policy Analyst shall manage priority natural resource issues outlined by LIBC natural resources policy leads from the LNR Department, Lummi Natural Resources Fisheries Commission (LNRFC), and LIBC elected leadership. The incumbent will coordinate technical and policy staff within the department to develop, facilitate, and implement Lummi Nation's strategies to provide a sustainable abundance of harvestable fin-fish and shellfish to meet the treaty reserved right and to achieve Lummi Indian Business Council (LIBC) interim harvest goals towards a moderate living from fishing.

This is an exempt position that serves as a senior staff natural resource specialist, with a strong background in natural resource science, policy, and/or law and with exemplary writing skills. Duties include managing the environmental regulatory and analyses functions of the department; providing regulatory assistance; providing interpretation of federal and state laws, policies, procedures, and technical reports; gathering and analyzing information to assist in developing recommendations and decision-making, and developing letters, memos, policy position papers, and other official documents. The audience for these documents includes LIBC policy makers and external local, state, and federal agency leads and elected officials.

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

1. Coordinate with the Director's Office, LIBC Natural Resources (NR) representatives, LNRFC and other necessary NR Team members to determine annual priorities and workplan to defend and maximize fisheries Treaty Rights.

2. Lead coordination and facilitation of LNR Environmental Policy meetings to enhance and maintain interdepartmental communication and strategy discussions. Develop meeting agendas and draft action plans and strategies based on input from the NR Team. Shepherd action items identified in strategy sessions to completion. Track and maintain good communication with the Director and other NR Team members on the status of each issue and action plan.
3. Analyze, advise, and support development of habitat protection strategies to protect tribal treaty rights.
4. Coordinate and serve as the lead facilitator of NR Teams to develop letters, talking points, white papers, meeting agendas, presentations, technical reports, and press releases.
5. Provide policy analysis on emerging natural resource management policies, processes, and actions.
6. Facilitate and coordinate cooperative planning in conjunction with LNR Divisions, LIBC departments, outside governmental agencies, community resources and other entities as it pertains to the annual priorities and workplan.
7. Participate as technical staff in natural resources processes and meetings of tribes, federal, state, and local agencies. Propose and draft meeting responses for the review and approval of Lummi policy bodies, and advocate for the Lummi Tribal interests.
8. Assist the LNR Director in coordinating necessary actions related to LIBC resolutions and natural resources special projects and events to defend, protect, and maximize fisheries Treaty Rights.
9. Perform other duties assigned by the LNR Executive Director within the general scope of work described.

#### **MINIMUM QUALIFICATIONS:**

- 3-5 years of experience in tribal fisheries and natural resource management.
- Master's degree in environmental or related natural resources field (e.g., natural resource policy, land management, ecology, zoology, geology, environmental biology, etc.) and 7 years working in Natural Resource management preferred.
- **OR** Bachelor of Science in fisheries or related natural resources field (e.g. ecology, zoology, geology, environmental biology, or policy) plus 9 years of professional experience in natural resource management can substitute for a master's degree.
- 3-5 years of experience with federal, state, local, and tribal government and processes, and environmental and tribal law required and/or experience in salmon policy, administration, and management in the Pacific Northwest and knowledge of salmon harvest, hatchery, and habitat issues in Lummi's U&A.
- **OR** A PhD degree in environmental or related natural resources field (e.g. natural resource policy, land management, ecology, zoology, geology, environmental biology, etc.) can substitute for 3 years of experience in natural resource management and policy.
- 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:**

- Highly motivated, energetic, and have a positive attitude.
- Strong working knowledge of natural resource management and applicable environmental regulations, laws, codes, policies, and processes at the federal, state, and local levels that affect tribal treaty rights.
- Ability to analyze complex issues and present understandable conclusions to diverse audiences.
- Ability to coordinate/facilitate meetings, multi-task, and prioritize workload efficiently and effectively.
- Excellent oral and written communication skills, cultural sensitivity, empathy, and cooperative and collaborative problem-solving approach.
- Demonstrated ability to produce oral and written reports in a timely manner.
- Requires the ability to:
  - Effectively communicate in public forums and with federal, state, and local agencies and regulators.
  - Respond to and adapt to changing priorities set by the Natural Resources Director and LIBC Council.
- Strong computer background and expertise using word processing, spreadsheet, database, presentation software, and the internet.
- Must maintain strict confidentiality at all times.
- Maintain a safe and positive work environment.

**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
- Pursuant to Lummi Code of Laws 17.02.020, must be at least 21 years of age, of high moral character and integrity, and never have been convicted in the Lummi Tribal Court or other court of a misdemeanor involving dishonesty or of a felony.

**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.