



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: Adjudication Coordinator
Office of the Reservation Attorney

OPEN: February 18, 2025

EXEMPT: Yes

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

SHIFT: Day

LOCATION: Tribal Administration Bldg.

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Policy

DEPARTMENT: Office of the Reservation Attorney

SUPERVISOR: Legal Director

VACANCIES: 1

JOB SUMMARY: The Adjudication Coordinator will assist the Lummi Indian Business Council (LIBC) Office of the Reservation Attorney (ORA) and Lummi Natural Resources Department (LNR) with the Water Resources Inventory Area No. 1 (WRIA 1) General Stream Adjudication, and specifically with coordinating work related to identifying and developing water claims. The position will coordinate and work with other LNR Divisions, LIBC Departments, and other Lummi Nation entities to support and advance the Lummi Nation's treaty-protected water rights, and as needed, coordinate with other governments and their agencies.

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

1. Coordinate technical work between the Small Water Team and other LNR Divisions, LIBC Departments and Lummi Nation entities (e.g., Lummi Tribal Sewer and Water District, Lummi Commercial Company, Housing, Northwest Indian College, Lummi Nation Schools) to support and advance water right claims.
 - Convene meetings with the other Divisions, Departments and other Lummi Nation entities.
 - Coordinate work with other Divisions, Departments and other Lummi Nation entities to compile current and future water needs for numerous entities for both on- and off-Reservation water rights claims. Work with Lummi Water Resources Division and contract staff as necessary.
 - Work with LNR staff to facilitate water right claims types and categories determinations.
 - Facilitate work to assemble and align water needs with claims.
 - Work with LNR staff to prioritize water needs and claims based.
2. Coordinate and convene meetings with other governments and their agencies to support and advance the Lummi Nation's water rights claims (e.g., Nooksack Tribe, U.S. Departments of Interior and Justice, Washington Department of Ecology).
3. Provide logistical support other LNR Divisions, LIBC Departments, and Lummi Nation entities to develop the water needs and claim categories. This may include direct support or assisting the various entities with obtaining additional support.

MINIMUM QUALIFICATIONS:

- Bachelors of Science or Art degree in a relevant field.
- Five (5) or more years work experience that had a significant coordination component.
- Experience working in Indian Country.
- 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:

- Ability to coordinate multiple projects to complete and write reports based on project results in a prescribed time period.
- Excellent oral and written communication skills.
- Ability to organize time effectively and to work beyond normal working hours when required to achieve task objectives in a timely fashion.

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 maintain strict confidentiality at all times.

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.