



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 Assistant/Coordinator

OPEN: September 23, 2025

EXEMPT: Yes

SALARY: (10/11) \$30.42-\$39.35/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 Assistant/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 Coordinator/Administrative Specialist supports the eleven elected LFNRC representatives by coordinating and preparing and distributes Commission agendas, posts, prepares meeting packets with essential backup data, supporting documents and agenda summaries; takes meeting notes and minutes, making sure they are complete and accurate; responds to requests from LIBC, LNR, Community, and CBCs for inclusion on the Commission agenda and ensures that all necessary materials are submitted for the Commission meeting packets. Administrative duties may include assisting the LFNRC Chair in drafting Lummi Indian Business Council (LIBC) resolutions, memos, letters, and other official policy-related documents, payroll, PAFs, new hire packets for newly elected LFNRC members, and gathering information to assist LFNRC in developing recommendations and informing LFNRC on 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 (organization, 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, documenting strategies that meet the Lummi Nation's treaty right harvest goals and assist the LFNRC in drafting recommendations to the LIBC, in coordination with LNR Policy staff.
2. Coordinate Monthly meeting reservations, such as Reservations, equipment, supplies, ect.
3. Facilitate and coordinate cooperative planning in conjunction with LIBC, LNR, LNPd, Culture department, Natural Resources Issues Teams, and Lummi's Wildlife Hunting and Gathering Committee as required, and other relevant LIBC departments and CBCs.

4. 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 relevant talking points and documents prepared.
5. Coordinate the LFNRC's participation in co-management meetings and tribal caucus for negotiating annual shellfish harvest management plans.
6. Compliance monitoring; Conditional License and Drug Compliance Tribal Fishing Privilege Agreement. Manage and maintain records and databases for all Fishers with a current contingent Fishing License contract under the Fisheries Alcohol and Controlled Substance Testing Regulation 2017-0001 and coordinate next steps with LNR Administrative Specialist V and the LFNRC chair.
7. Research and assemble information from a variety of sources for the preparation of records, correspondence, and reports for the Commission; organize all supporting documents, resolutions, ordinances, agreements, correspondence, etc.
8. Assists with the integration of new technologies to streamline various processing workflows, office procedures, and functions.
9. Coordinate LFNRC travel documents per the annual work plan.
10. Coordinate, facilitate, and document LFNRC monthly, quarterly, and annual meetings under the LNR Director's Office and the LFNRC Chair's direction, by producing meeting agendas, relevant documents, and certifiable minutes from each meeting.
11. Coordinate and process LFNRC payroll and necessary accounting purchases/reimbursements.
12. Coordinate LFNRC's participation in Lummi's U&A processes involving the protection of treaty rights to harvest in coordination with LNR Policy staff.
13. Assist with collecting information from Lummi fishing, hunting, and gathering communities, including documenting and archiving historical information, affidavits, and other relevant information necessary for political and legal strategies, as directed by the LNR Director's Office.
14. Participate as technical coordination staff in natural resources processes and meetings of the tribes, federal, state, and local agencies, under the direction of the LNR Directors' Office and LNRFC Chair, propose and draft meeting responses for the review and approval of any and all Lummi policy bodies.
15. Provide weekly updates to the LNR Director's Office.
16. Other duties as assigned by the LNR Directors' Office.

MINIMUM QUALIFICATIONS:

- **Bachelor's degree in fisheries science, natural resource management, environmental policy or a related field; and**
 - One (1) year of experience equivalent to an NR Specialist III or higher, or two (2) years of executive-level administrative experience; and
 - One (1) year of experience in federal, state, local, or tribal government processes, environmental or tribal law, salmon or hatchery policy, or related experience.
- **Bachelor's degree; and**
 - Two (2) years of experience equivalent to an NR Specialist III or higher, or two (2) years of executive-level administrative experience; **and**
 - Two (2) years of experience in federal, state, local, or tribal government processes, environmental or tribal law, salmon or hatchery policy, or related experience; **OR**

- **Associate degree;** and
 - Three (3) years of experience equivalent to a NR Specialist III or higher, **or** two (2) years of executive-level administrative experience and
 - One (1) year Program Management and One (1) year assistant director or higher, and
 - Three (3) years of combined experience in federal, state, local, or tribal government processes, environmental or tribal law, salmon or hatchery policy/Tech, or related experience
- Additional qualifying experience may substitute for the required education on a year-for-year basis.
- 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/facilitate meetings and have excellent oral and written communication skills, cultural sensitivity, empathy, and a cooperative and collaborative problem-solving approach.
- Ability to sustain professional performance and sound decision-making under extreme pressure, including high-stakes, politically sensitive, and bureaucratically complex situations.
- Demonstrate knowledge of Roberts Rules of Order, or a strong commitment to learn and become proficient within the first six months of hire.
- Demonstrates organizational skills and ability to follow up on meeting action plans and provide technical reports, meeting notes, and other work products in a timely manner. Proficient in using MS Office, developing PowerPoint presentations, Teams / Zoom, and other computer applications.
- Knowledge of natural resource management; applicable environmental regulations; principles, practices, and methods of environmental science and environmental problem solving.
- Demonstrate exemplary skills in distinguishing and maintaining boundaries between personal and professional responsibilities, ensuring a focused and committed approach to work duties.
- Must maintain strict confidentiality at all times. Must be discreet, treat people with dignity and respect, and be patient, courteous, and kind.
- Position requires adaptability to extended hours and irregular schedules due to the dynamic nature of responsibilities.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires a 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. 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.