



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 Administrative Specialist
Lummi Natural Resources Department (LNR)

OPEN: October 27, 2026

EXEMPT: Yes

SALARY: (8/9) \$23.05-\$29.82/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

Project End Date: 9/1/2028

CLOSES: November 10, 2026

JOB CODE:

DIVISION: Natural Resources

DEPARTMENT: Natural Resources

SUPERVISOR: Administrative Specialist V

VACANCIES: 1

JOB SUMMARY: The Natural Resources Administrative Specialist provides administrative support to the Harvest Management Division (HM), playing a crucial role in the coordination and operation of efficient administrative function and sound fisheries management. This position organizes daily administrative operations, maintains regulatory and harvest records, performs data entry and verification, processes registrations and permits, tracks essential documentation, and manages logistical functions. The Administrative Specialist works with a high degree of independence and serves as a key administrative link between HM, other LNR divisions, and LIBC departments. While the Administrative Specialist's primary focus is the HM division, this position may spend time assisting with routine and task-based administrative services to support the broader LNR administrative function. This position is eligible for retirement and health benefits. This position ends September 1, 2028 but maybe extended if additional funding is secured.

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

1. Coordinate with LIBC-licensed fish and shellfish buyers to ensure receipt, organization, and tracking of fish tickets and harvest reports;
2. Accurately enter fish ticket and harvest data into applicable databases and reconcile data in coordination with the Northwest Indian Fisheries Commission and the Washington Department of Fish and Wildlife;
3. Register Lummi fishers, fishing gear, validation stickers and permits; maintain paper and electronic records and forms;
4. Prepare and maintain documentation related to commercial, ceremonial and subsistence harvest of fish and shellfish;
5. Assist with preparation of hotline messages, fishing regulations, and public-facing HM communications;
6. As needed, enter data collected during HM field surveys of fish and shellfish populations in established spreadsheets and databases;

7. Serve as a point of contact for inquiries from tribal members, fishers, buyers and LIBC and route matters to appropriate technical and/or staff;
8. Assist with development and maintenance of electronic and physical archiving systems for HM records, including scanning, indexing, and secure storage;
9. Prepare and maintain administrative records related to HM travel authorizations, reimbursements, purchasing, contracts and invoicing;
10. Provide administrative assistance for personnel-related tasks including recruitment paperwork, onboarding documentation, and training coordination;
11. Develop and maintain standard operating procedures for HM processes, including but not limited to, entering and archiving data, registration of fishers, vessels and gear, commercial clam and geoduck monitoring, purchases, equipment maintenance and timecards;
12. Oversee, schedule and document routine maintenance of HM vehicles and vessels;
13. As needed, support the Commercial Harvesters' General Welfare Benefit (CHGWB) program by facilitating the intake and appeals processes, preparing eligibility lists for supervisory review and maintaining program records
14. As needed, support the implementation of the Port of Bellingham (POB) Moorage Credit Program in accordance with LFNRC-approved policies, including maintaining participant records; communicating with the Port to verify monthly credit application; processing program participation documentation; and maintaining supporting documentation for tracking purposes;
15. Coordinate commercial clam opening schedules with LIBC-licensed fish buyers and Lummi Natural Resource enforcement officers;
16. Assist with planning and monitoring of commercial geoduck fisheries;
17. Maintain commercial harvest diver and hose tender records, issue temporary dive permits as needed;
18. Assist with coordination of day-to-day administrative activities across LNR, including records management, scheduling, internal communications and navigating LIBC policies and procedures;
19. Prepare harvest and meeting summaries to support LNR leadership and staff;
20. Develop and maintain documentation of LIBC policies, procedures, forms and contacts for Finance and Grants, Purchasing, Human Resources, General Manager's office, Information Technology, etc.
21. Perform other related duties as assigned to support the mission and operations of the Lummi Natural Resources Department.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business or office administration, natural resources science and/or management or related field, plus one year of professional-level work experience in administrative services or natural resources management **OR**
- Associate's degree in business or office administration, natural resources science and/or management or related field, plus three years of professional-level work experience in administrative services or natural resources management **OR**
- Graduation from high school or GED, plus five years of professional-level work experience in administrative services or natural resources management.
- 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:

- Excellent organization and communication skills
- Knowledge of the principles and practices of administrative support, recordkeeping, and office management
- Proficiency in Microsoft Word, Excel, Outlook and database systems
- Ability to organize and maintain records and filing systems
- Ability to accurately enter, verify, and reconcile large volumes of data
- Must have good time management skills and attention to detail
- Ability to work independently and collaboratively in a team environment
- Demonstrated ability to interact respectfully and professionally with Lummi fishers, staff, and community members
- Prioritization skills and ability to manage multiple tasks
- Willing to work variable hours as the workload requires
- Must exercise discretion and maintain confidentiality of sensitive information

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.