



UCUT Position Description

TITLE:	ENVIRONMENT PROJECT COORDINATOR
REPORTS TO:	UCUT Executive Director
LOCATION:	Spokane, WA with possible hybrid option
STATUS:	Regular, Full-time
SALARY RANGE:	\$60,000-\$70,000 per year
OPEN:	Monday, October 9, 2023
CLOSE:	Monday, November 13, 2023

NATURE AND SCOPE:

This position reports to the Executive Director (ED). The UCUT Environment Project Coordinator will be responsible for implementing the Columbia River Toxics Reduction Lead Entity Project (CRTRLE).

Priority work elements include the development, coordination, distribution, and management of subawards. The main areas of expertise include project management, strong reporting and budget management skills and the ability to coordinate and facilitate project implementation. Indian Preference will be applied to applicants for this position.

DUTIES AND RESPONSIBILITIES:

- Assist in the implementation of the UCUT, CRTRLE which includes coordinating with Tribes, contractors, sub awardees and regional partners. Coordinate with the UCUT Environment Committee and member Tribes to accomplish the goals of the CRTRLE.
- Assist in the development of RFP's and contracts.
- Participate and monitor EPA related processes and meetings that are relevant to water resources or other related components of the CRTRLE Projects.
- Coordinate with regional Tribes, agencies, and partners on a continual basis to advance the goals of the CRTRLE.
- Manage budgets and reporting requirements which include the delivery of quarterly reports and quarterly updated budgets associated with the CRTRLE. Work with the UCUT Environment Committee to identify additional grant and funding opportunities to continue to advance the goals of the CRTRLE. Provide additional support to projects or opportunities identified by the UCUT Environment Committee.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable in Water Resource and Project Management. Understand role of Tribes as fish and wildlife managers.
- Understands tribal relations and values, including inter-tribal relationships and cultures.
- Understand the mission of UCUT.
- Understanding of state, tribal, and federal relationships. Demonstrated ability to set priorities and meet deadlines. Demonstrated ability to manage projects, contracts, and budgets.

- Demonstrated ability to communicate ideas in a variety of formats. Strong environmental resource ethic and value.
- Team worker and leader. Biological training preferred.
- Knowledge of political and biological environments in the Columbia Basin. Experience with Word/Excel/PowerPoint and general data management. Knowledge of the Columbia River Toxics Reduction Program.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Natural Resource Project Management, Water Resources, or related discipline, and minimum 2 (2) years in applied management and experience. If these qualifications are not met, then a detailed description of qualifications and experience can be submitted for consideration.
- Experience in project coordination and implementation. Experience/training in one or more of the following, natural resource management, water quality assessment, water resource management, toxics monitoring, or toxicological evaluation.

MINIMUM REQUIREMENTS:

- Knowledge of Tribal sovereignty, tribal cultural issues, and inter- governmental protocols (prefer these qualifications be specific to the UCUT member tribes)
- Knowledge of regional agencies, entities, and organizations involved in addressing the issues of toxins in the Upper Columbia Basin.
- Experience in managing reporting requirements and budgets.
- Willing and able to travel frequently throughout Washington, Idaho, and the Pacific Northwest.
- Must have a valid State Driver's license.

HOW TO APPLY:

- Submit cover letter with resume of relevant experience and contact information for three (3) professional references to Lori Rothrock, UCUT Office Manager: lori@ucut-nsn.org.
- If you have questions about the position, please contact DR Michel, UCUT Executive Director: dr@ucut-nsn.org.

CONDITIONS OF EMPLOYMENT:

- UCUT provides a competitive salary and benefits package. Compensation level will be negotiated based upon knowledge, skills, abilities, and qualifications.
- Upper Columbia United Tribes is an Equal Opportunity Employer. UCUT reserves the right to grant preference in employment to qualified Indians.
- Once offered the position, the selected applicant must submit a valid (U.S.) state-issued driver's license and is subject to a pre-employment drug test. After hire, the selected candidate will be evaluated at the end of a 90-day orientation period for regular employment status. During the 90-day period, employees will receive paid holidays and life insurance. Probationary employees will accrue Personal Time Off but will not be granted use of PTO until they achieve regular employment status.
- This job description and reporting structure can change with the completion of the UCUT Strategic plan.