



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST

JOB TITLE: Natural Resource Tribal Youth Initiative Coordinator
SUPERVISOR: Natural Resource Director
LOCATION: LDF Tribal Natural Resource Department
POST DATE: November 16, 2021
CLOSING DATE: November 30, 2021

General Description: The two main responsibilities for the Tribal Youth Initiative Coordinator are the following: 1. Coordinate Natural Resource management learning opportunities for Tribal Youth. 2. Work alongside of the Tribal Natural Resource Staff and the University of Wisconsin-Madison Earth Partnership/Indigenous Arts and Sciences staff to promote the integration of indigenous knowledge into a curriculum that can be used by formal and informal educators of the community.

Qualifications: Bachelor's degree in Science, Environmental Education, Natural Resources or Education, or two years of experience in teaching in Natural Resource topics to grade school, high school or college students.

Salary: \$17.00-\$21.00/hr. Dependent on qualifications

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians

Nonexempt Position Description

A. TITLE OF POSITION: Natural Resource Tribal Youth Initiative Coordinator

B. DEPARTMENT: Lac du Flambeau Tribal Natural Resource Department

C. SUPERVISOR'S TITLE: Natural Resource Director

D. DESCRIPTION OF DUTIES: The two main responsibilities for the Tribal Youth Initiative Coordinator are the following: 1. Coordinate Natural Resource management learning opportunities for Tribal Youth. 2. Work alongside of the Tribal Natural Resource Staff and the University of Wisconsin-Madison Earth Partnership/Indigenous Arts and Sciences staff to promote the integration of indigenous knowledge into a curriculum that can be used by formal and informal educators of the community. Specific responsibilities include but are not limited to:

- Coordinate monitoring, stewardship projects and field-based activities for youth and at schools with guidance from Lac du Flambeau Tribal Natural Resource staff.
- Collaborate with youth program leaders to provide coordinated youth programs and opportunities.
- Administration and operation of grants, contracts, and sub-agreements including but not limited to: writing proposals for grants/contracts/sub-agreements, managing the budget, writing reports, etc.
- Develop and strengthen capacity-building community partnerships with formal and informal educators and tribal members that generate enthusiasm among youth and young adults for environmental science learning and stewardship.
- Integrate cultural resources, inquiry, and citizen science process skills (e.g., data collection, analysis, ecological restoration, natural resource stewardship) in multiple learning settings.
- Indigenize science learning by integrating science with indigenous knowledge focusing on process, local protocols, connection to land, and cultural practices including: learning from elders, Native language, seasonal practices, storytelling, and seven traditional values.
- Strengthen partnerships to restore habitats through community-based stewardship projects and service learning
- Engage Native youth in indigenous science learning experiences that motivate them to be engaged tribal members through critical thinking and analysis of environmental issues and to explore STEM careers that meet future workforce needs for managing tribal resources.
- Assist in the development of indigenized science lessons to reflect local place and culture in Lac du Flambeau communities with elders, Tribal Historic Preservation Officers and Tribal Educators.

- Work with local core team, curriculum consultants and teachers to integrate student data and relevant monitoring data into classroom lessons.
- Work with University Staff, local partners, and consultants to integrate culturally accurate and authentic resources into learning projects.
- Collaboratively design and implement youth and teacher institutes
- Provide follow up to youth through seasonal educational events and guidance on their service-learning projects or field projects.
- Provide follow up support for school teams implementing restoration projects with their students including classroom visits, outdoor experiences, continuing education, and consultation.
- Coordinate monitoring, stewardship projects and field-based activities for youth and at schools with guidance from Lac du Flambeau Tribal Natural Resource staff.
- Organize and lead and/or assist putting together family and community events in Lac du Flambeau involving youth, families, tribal scientists, youth leaders, etc., that coincide with cultural and seasonal events.
- Assist in hosting community dialogues and listening sessions to develop relationships, identify resources, and determine community interests and needs.
- Assist in writing reports.

E. POSITION RELATIONSHIPS:

1. **Internal:** Natural Resource Department has frequent contact with other program staff in Natural Resource Departments including Historic Preservation, Roads, Water & Sewer, Land Management, Fish and Wildlife, and Environmental. Natural Resource Department also had frequent contact with Planning, Accounting, GIS, and the Campground.
2. **External:** The Natural Resource Department has frequent contact with Bureau of Indian Affairs (BIA), Environmental Protection Agency (EPA), Natural Resource Conservation Service (NRCS), US Geologic Service (USGS), US Army Corps of Engineers (US ACE), WI Department of Natural Resource (WI DNR), and Fish and Wildlife Service (USFWS) pertaining to grant administration and regulations. The Natural Resource Department also has frequent contact with Tribal Members, general public, LDF Town, Vilas/Iron/Oneida County, WI DNT, GLIFWC, UW Extension, UW System Universities/Colleges and environmental non-profits.

F. SUPERVISORY RESPONSIBILITIES: Supervising students in the TNR Youth Program.

G. SUPERVISION RECEIVED: The Tribal Youth Initiative Coordinator will report directly to the Director of Natural Resources. All tribal employees are under the general supervision of the Tribal Council and Tribal Administration and must follow all tribal policies and procedures.

H. EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in Science, Environmental Education, Natural Resources, or two years of experience in teaching Natural Resource topics to grade school, high school or college students.
- Experience teaching in informal or formal settings; implementing teacher professional development; developing instructional materials; participating in ecological restoration; and facilitating community engagement events and dialogues.
- Ability to work independently and in a team environment with a diverse group of educators, staff, students, and community members. In a collegial relationship with co-workers.
- Demonstrated organizational skills and interpersonal communication skills.
- Must possess a valid Wisconsin Driver's license and meet eligibility for tribal insurance.
- Must be able to travel
- Ability to write quarterly reports (programmatic) to share with core team (project leads, supervisor, staff) and advisors including taking photos, scheduling meetings, summarizing activities with outcomes, and reporting expenses.
- Be available for staff meetings at the Tribal Office, Natural Resource Department, and with other partners and advisors.

I. WORKING ENVIRONMENT:

- 1. Work Conditions:** . The working environment will be a combination of inside and outside work. May include working in weather conditions associated with the seasons. Must be able to endure all conditions associated with outdoor activities, snow, sun, insects, wind and etc. and plan accordingly. The working environment described here is representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 2. Exposure to Hazards:** Subject to inside and outside conditions. Noise level is moderate to loud.
- 3. Physical Requirements:** The duties of this position involve hiking, bending, stooping, lifting, sitting and standing for extended periods of time. Occasional lifting up to 25 lbs. The physical demands described here are representative that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

J. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Natural Resource Tribal Youth Initiative Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

K. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council.

Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

L. SIGNATURES:

Employee

Manager

Tribal Administrator

Human Resource Director