



COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

700 NE Multnomah Street, Suite 1200
Portland, Oregon 97232

(503) 238-0667
F (503) 235-4228
www.critfc.org

Tribal Workforce Development & Outreach Coordinator Position Description

Job Title:	Tribal Workforce Development & Outreach Coordinator
Department:	Watershed Department
Classification:	Regular full-time, exempt status
Salary/Wage:	\$61,262-\$71,651
Location:	Portland, OR CRITFC Office
Opening Date:	April 18, 2022
Closing Date:	Open until Filled

Job Summary/Primary Responsibility:

The Columbia River Treaty tribes play a major role in salmon management and mitigation in the Pacific Northwest and provide benefits to all citizens of the Pacific Northwest. In combination, the natural resources departments of the Columbia River Inter-Tribal Fish Commission (CRITFC) and its member tribes dedicate approximately 600 professional and technical staff for natural resource programs and jobs. Yet, the region lacks the resources and focus to bring increasing numbers of skilled Native American employees into its fisheries programs.

Native American youth are greatly underrepresented among students of postsecondary education, especially in science, technology, engineering, and math (STEM) subjects. Fewer than half of tribal youth in the Pacific and Northwestern regions of the United States graduate from high school. Although Native Americans make up 1.5% of the U.S. population, they account for only 0.7% of students graduating with bachelor's degrees in science.

The Tribal Workforce Development & Outreach Coordinator will be responsible for 1) building a robust and sustainable workforce program through education and training pathways for CRITFC tribal members to pursue and achieve STEM degrees in post-secondary educational programs at junior college, college, and graduate levels, 2) responsible for organizing, recruiting tribal youth and facilitating a week-long Salmon Camp each summer within the Columbia Basin, and 3) developing qualitative and/or quantitative methods to measure the effectiveness of actions implemented.

Essential Job Functions:

- Coordinate efforts among member Tribes, federal, state, and local officials in identifying, planning, and implementing tribal workforce opportunities through specialized training and educational programs.

- Organize, recruit tribal youth, and facilitate a week-long tribal Salmon Camp each summer within the Columbian Basin.
- Develop partnering opportunities with education institutions.
- Coordinate design of customized internships and placement at tribal organizations and federal and state agencies.
- Develop informational documents (brochures, reports, handouts, videos, photographs, website, etc.) for public use that demonstrate tribal salmon restoration successes and issues surrounding education and workforce.
- Conduct or coordinate external outreach activities at schools, festivals, and other public events.
- Advocate for tribal salmon restoration successes by speaking at public venues, schools and conferences.
- Establish metrics and indicators of success for STEM proficiency in tribal populations that will capture evaluation findings, recommendations, and conclusions.
- Work in collaboration with reservation-based educators to develop culturally sensitive curriculum on natural resource management by incorporating traditional ecological knowledge (TEK) with Western Science.
- Assist in research and writing of grant proposals to support the continuation of the program.

Job Requirements/Qualifications:

A Bachelor’s Degree in Education, Public Administration, or related field and 3-5 years of experience working on tribal education issues and workforce development OR the equivalent of job experience in this area. The following requirements are highly desired:

- Working experience and knowledge of learning styles of Native Americans and instructional strategies.
- Excellent communication skills, both oral and written, including experience with public speaking and outreach activities.
- Experience organizing summer camps and working with youth.
- Grant writing experience.
- Publications development.
- Knowledge of Columbia Plateau tribal culture, and Native American issues in general. Experience with natural resource management, especially Columbia Basin salmon issues.
- Experience developing natural and cultural resource curriculum for students.
- Experience developing and implementing assessment methods of instructional program effectiveness.
- Computer skills: In-Design, Photoshop, Filemaker Pro, Excel and Microsoft Word.

Supervision Received: This position reports to the Watershed Department Manager. The Watershed Programs Coordinator may also provide specific direction on daily activities.

Supervision Given: None.

Working conditions:

The work is primarily sedentary with a routine work schedule of Monday-Friday. Work assignments are often multiple and performed, at times, under time constraints. There will be potential to work remotely. COVID-19 virus vaccination required.

Motor vehicle policy:

The Employees operating a CRITFC vehicle or their own private vehicle for business related purposes shall be in possession of a valid, unrestricted current driver's license, or other operator's license, as required by law; and be eligible for coverage under CRITFC's Motor Vehicle insurance policy (available upon request).

COVID-19 policy:

CRITFC requires all new employees be fully vaccinated for COVID-19 prior to the first day of employment.

Application procedure:

To apply, submit a completed CRITFC job application, available on our website at www.critfc.org/jobs or call us at 503-238-0667. Submissions will be accepted by email and mail.

Submit by email to jobs@critfc.org and indicate Tribal Workforce Development Coordinator in the subject line. We will confirm receipt of your submission.

Submit by mail:

Columbia River Inter-Tribal Fish Commission Attn: Human Resources
Attn: Human Resources
700 NE Multnomah Street, Suite 1200
Portland, OR 97232
Fax: 503-235-4228

Hiring preference:

Hiring preference will be given to qualified enrolled members of the four CRITFC member tribes (Warm Springs, Yakama, Umatilla, and Nez Perce) and other federally recognized tribes and Alaska Natives. Veterans' preference may also apply.

All qualified individuals, including women, veterans, minorities, and individuals with disabilities are encouraged to apply. If accommodations are needed during the application process, please contact the Human Resources Department by phone or email.

**Please note: the term “Commission” as used in this description refers to CRITFC’s governing body. CRITFC is a tribal organization that is wholly owned and governed by the Nez Perce Tribe, the Confederated Tribes of the Umatilla Indian Reservation, The Confederated Tribes of the Warm Springs Reservation of Oregon, and the Confederated Tribes and Bands of the Yakama Nation. As a tribal organization, CRITFC is subject to a unique blend of policies and laws.*