

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

Job Title: Marine and Climate Resiliency Program Manager  
Department: Administration  
Reports To: CEO/Executive Manager  
FLSA Status: Exempt, Full-Time  
Prepared By: Karen Felt, HR Manager  
Prepared Date: 6/14/2023  
Approved By: Jacque Hostler-Carmesin, CEO  
Approved Date: 7/11/2023

### **Summary**

The Marine and Climate Resiliency Program Manager (Program Manager) will work with Executive Leadership to develop and manage Trinidad Rancheria's Marine and Climate Resiliency Program, including its mission, goals, objectives, projects, and operations. This position's assistance will be instrumental in building the foundation for the Natural Resources Department relying on the strategic plan, draft program plans, and work plan developed by Tribal Council, Administration, Environmental Department and technical consultants. The Program Manager will work to identify key strategies, gain understanding and experience regarding Traditional Ecological Knowledge, subsistence harvest, co-management, and engage in consultation with Tribal Council, Executive Leadership, Tribal Nations, and National, State, and Local government. The Program Manager will play a vital role in assessing climate risks, developing adaptation strategies, and building partnerships to ensure the long-term resilience of the Tribe, the community of Trinidad, and stewardship of its natural resources. The Program Manager will lead projects, supervise employees and interns, as well as coordinate with technical staff and outside agencies to accomplish the Tribe's goals and objectives. The essential duties and responsibilities of the Program Manager can be categorized into the following: program operations, research, partnerships, fundraising, and community engagement, and are described below.

### **Essential duties and responsibilities**

- Develop, administer, and implement projects including but not limited to: vulnerability assessments, hazard reduction/mitigation plans, and/or climate adaptation plans.
- Design and support the implementation of a strategic planning process to develop a climate resiliency framework.
- Research public and private funding opportunities. Solicit and support the drafting of grant proposals for marine planning and climate resiliency. Follow through on grant compliance as part of program operations.
- Assist in determining success metrics for the Marine and Climate Resiliency Program by reviewing project operations to ensure coordination of efforts, as well as performing and analyzing ongoing evaluative reports for program effectiveness.
- Assist in the development and implementation of marine and climate resiliency projects in support of Trinidad Rancheria's goals and objectives through desktop research and awareness of industry trends.

- Assist in the development of the Marine and Climate Program's long term goals for fisheries management, Tribal subsistence, conservation and restoration, and more. The Program Manager may also support the planning of the Natural Resources Department and future programs.
- Collaborate with project scientists, research engineers, and Tribal members to develop research plans, and coordinate and implement data collection and other project activities, including reporting.
- Working with the Director of Cultural Resources, learn about and integrate Traditional Ecological Knowledge and cultural practices into marine and climate resiliency program operations.
- Conduct field research and/or oversee field team's work in the Trinidad Bay and neighboring ocean, streams, rivers, wetlands, etc.
- Analyze and synthesize project data, results, and interpretations by developing technical peer-review publications, reports, marine- and climate-related policy briefs, etc.
- Develop, build, and maintain formal partnerships with Tribal Nations, and National, State, and Local government, academic institutions, and other external partners to forge meaningful and effective coalitions, while promoting Tribal sovereignty and co-management of marine resources, climate adaptation, and resiliency goals, including participating in government-to-government consultations.
- Organize, facilitate, and present educational information regarding marine and climate resiliency at meetings and events, from small one-on-one meetings to large community gatherings. Assist in the ongoing education of the community through newsletters, signage, and one-on-one interactions.
- Engage the Community Council and broader Trinidad Rancheria community to assist with projects including but not limited to: vulnerability assessments, hazard reduction/mitigation plans, and/or climate adaptation plans.
- Inform the marine and climate resiliency content that will be included in the forthcoming interpretive center, and support the development of programming and outreach strategies.
- Identify shared goals and leverage resources through interdepartmental collaboration.
- Perform complex project management (developing a project plan and tracking deliverables). Be in compliance with grant requirements, including reporting and cost reimbursements.
- Prepare annual department budget, accomplishments, goals, and objectives.
- Develop and maintain good recordkeeping practices including but not limited to: environmental metrics, tracking and reporting systems, and methods in support of assessing progress toward the program's goals, leadership directives, and programmatic requirements.
- Support the development and maintenance of the marine and climate resiliency components of Trinidad Rancheria's website.
- Partake in training and complete certifications, as needed, to improve leadership, communication, and managerial skills.
- Become familiar with Tribal government administration and processes, including reviewing materials and performing desktop research.
- Additional duties may be assigned.

## **Supervisory Responsibilities**

This position will be supervising other employees and interns as the department develops and grows.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making processes; Makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Required Education and Experience Qualifications**

- Bachelor of Science degree and minimum of 5 years of employment experience OR advanced degree.

- Degrees in biological, chemical, physical, atmospheric, or environmental science, marine biology, oceanography, climate science, hydrology, climatology, natural resource management, sustainability, or a closely related scientific discipline.
- Employment experience to be in research, management, or policy in the degree-related scientific discipline.
- Direct experience with or knowledge of natural resource policy and the current and evolving trends in marine planning and climate change (e.g., relevant disciplines and regional priorities).
- Strong analytical skills, and strong verbal and written communication skills. Ability to present and translate scientific data and technical information to a wide range of audiences.
- Strong data analysis skills (software and technical literacy, including Geographic Information Systems (GIS) such as ArcGIS, R, or other computer programming language, etc.).
- Knowledge of or ability to research relevant permitting and regulatory requirements including but not limited to: Coastal development permits, NEPA/CEQA requirements, and other federal, state, and county regulations as applicable.
- Comfortable conducting work while on and/or spending time on marine vessels, including boats, canoes, kayaks, etc.

### **Preferred Qualifications**

- SCUBA certification for Open Water, Advanced, or higher, or willingness to obtain.
- Experience with community and diverse stakeholder engagement.
- Experience working with and/or knowledge of Tribes, inter-Tribal, or Indigenous organizations.
- Practical experience working with vulnerable and under-resourced communities such as rural, Tribal, or low-income communities.
- Strong knowledge of natural resource management and climate change science, impacts, adaptation strategies, policy, and resilience planning, as well as familiarity with traditional knowledge with a focus on Tribal communities and Tribal perspectives on environmental issues.
- Possess an in-depth understanding of climate change; its causes, effects, both present and forecasted; strategies for addressing climate change through, mitigation, adaptation, and resilience; and the social, economic, cultural, and political challenges faced in response to climate change.
- Experience with grant research and development, including knowledge of state and federal climate related funding programs, reviewing applicable grants, drafting and submitting proposals to ensure funding for programs related to marine planning and climate resilience.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **Mathematical Skills**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **Computer Skills**

Working knowledge of common software applications and decision support tools for marine planning and climate resiliency.

## **Other Qualifications**

- Must possess a valid California Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass a pre-employment drug screen.
- Must be able to travel 10% of the time.
- Indian preference to qualified applicants.

## **Physical Demands**

The physical demands described here are representative of those 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will be exposed to wet and/or humid conditions and outside weather conditions, will work in a variety of environments, including the ocean, coastal areas, boats and other marine vessels, and laboratories. The employee will be expected to conduct fieldwork and underwater research using a variety of methods of data collection, including scuba diving, snorkeling, seining, fishing, deploying instruments off vessels and/or piers, etc. The employee may be working in remote areas and encounter extreme weather conditions as well as difficult terrains. The employee should be aware of safety protocols of working in and near underwater environments and in laboratories. The noise level in the work environment is usually moderate.

Signature\_\_\_\_\_

Date\_\_\_\_\_