

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

Job Title: Climate Resiliency Program Manager
Department: Natural Resources Department
Supervisor: Natural Resources Program Director
FLSA Status: Exempt, Full Time
Prepared by: Marine and Climate Program Manager & Natural Resources Director
Prepared Date: 01/24/25
Approved By: CEO
Approved Date: 02/05/25

SUMMARY

The Climate Resiliency Program Manager will work with Executive Leadership to build a framework for and manage Trinidad Rancheria's Climate Resiliency Program, encompassing its mission, goals, objectives, projects, and operations. The Climate Resiliency Program will operate under the Natural Resources Department, relying on strategic plans and program plans developed by Tribal Council, Administration, Natural Resources Department, and technical consultants. The Climate Resiliency Manager will prioritize capacity-building initiatives to ensure the long-term sustainability of the Climate Program, focusing on areas such as fundraising and grant writing, program administration, and project management.

ESSENTIAL DUTIES

- **Program Development and Management**
 - Develop, administer, and implement climate resiliency projects including vulnerability assessments, hazard reduction/hazard mitigation plans, and climate adaptation plans.
 - Design and support the implementation of a strategic planning process to develop a climate resiliency framework.
 - Determine success metrics for the Climate Resiliency Program, reviewing project operations to ensure coordination and effectiveness.

- **Research and Fundraising**
 - Research, prepare, and submit competitive grant proposals to public and private funders.
 - Manage grants, ensuring compliance with requirements, timely reporting, and appropriate budget allocations.

- **Partnerships and Community Engagement**
 - Collaborate with industry experts, governmental agencies, and stakeholders to keep up-to-date with local, regional, and national offshore wind development.

- Build and maintain formal partnerships with Tribal Nations, governmental bodies, academic institutions, and other external partners.
 - Engage the Community Council and broader Trinidad Rancheria community in climate resiliency projects.
 - Organize and present educational information on meetings and events related to climate resiliency.
- **Project Management**
 - Design and oversee multiple projects, ensuring alignment with strategic goals, compliance with permitting and grant requirements, and achievement of milestones.
 - Develop detailed work plans, timelines, and budgets for new and ongoing initiatives.
 - Prepare annual program budget, accomplishments, goals, and objectives
- **Field Research and Data/Policy Analysis**
 - Lead data collection and analysis projects to assess climate and ecosystem health.
 - Produce technical reports, policy briefs, and publications to communicate findings to Tribal leadership and inform decision-making processes.
 - Demonstrated proficiency with environmental monitoring procedures such as equipment maintenance, data collection, and data QC.
- **Additional Duties**
 - Support the Natural Resources department in planning, research, and development activities and duties.
 - Support the development and maintenance of the climate resiliency components of Trinidad Rancheria's website.
 - Partake in training and complete certifications to improve leadership and managerial skills.
 - Become familiar with Tribal government administration and processes.

COMPETENCIES

- **Analytical:** Synthesizes complex information, collects, and researches data, designs workflows and procedures.
- **Problem Solving:** Identifies and resolves problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Project Management:** Develops project plans, coordinates projects completes projects on time and in budget.
- **Judgment:** Makes decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.

- **Planning/Organization:** Prioritizes and plans work activities, sets goals and objectives, organizes or schedules other people and their tasks.
- **Professionalism:** Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability:** Adapts to changes in the work environment, manages competing demands.
- **Attendance/Punctuality:** Consistently at work and on time, ensures work responsibilities are covered when absent.

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:

- Bachelor's degree in environmental science, climate science, natural resources management, or a related field. Coursework or certification in GIS, climate modeling, or policy analysis are preferred.
- At least 3 years of experience in environmental science, climate adaptation, resource management, or a related field. Relevant projects may include developing climate adaptation frameworks, implementing community-based hazard mitigation plans, or managing grants to support ecosystem restoration and sustainable resource use.
- Demonstrated experience in building and managing partnerships across governmental, academic, and nonprofit sectors, with a focus on collaboration with Tribal governments, environmental agencies, and community organizations to advance climate resiliency goals.
- Experience working with consultants to integrate technical expertise into program planning, policy development, and project implementation.

Preferred Qualifications

- Master's degree in environmental science, climate science, natural resources management, or a related field
- Experience with grant administration, project management, or a proven track record of securing and managing grant funding.
- Experience working with Tribes or Indigenous organizations.
- Familiarity with regulatory frameworks for offshore wind, energy development, and climate resilience.
- Knowledge of GIS (e.g., ArcGIS), remote sensing (e.g., Google Earth Engine), and environmental modeling tools.

Other Qualifications

- Must possess a valid 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 AND WORK ENVIRONMENT

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 for fieldwork and equipment transport.

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 may be working in remote areas and encounter extreme weather conditions as well as difficult terrains. The employee should be aware of safety protocols when working in and near underwater environments and in laboratories. The noise level in the work environment is usually moderate.

Signature _____

Date _____