

Position: Inter-Tribal Monitoring Data Project Coordinator, Full-Time, Regular.
Department: Fishery Science
Location: Portland, OR

Job Summary: The Columbia River Inter-Tribal Fish Commission (CRITFC) is seeking a Project Coordinator to lead the Inter-Tribal Monitoring Data Project (ITMD). The ITMD Project is a Columbia Basin Fish Accords project that supports fisheries and habitat data management at the Nez Perce Tribe, Confederated Tribes of the Umatilla Indian Reservation, Confederated Tribes and Bands of the Yakama Nation, and Confederated Tribes of the Warm Springs Reservation of Oregon. The ITMD Project is focused on three primary goals: Inter-tribal Coordination: Identify and promote opportunities for inter-tribal collaboration in implementing tribal data management strategies, policies, standards, practices, software, and technology and assist tribal partners to build capacity to share metrics (or data) with regional partners. Data Management Services: Support data management services at tribal fishery programs and within CRITFC, which includes: a) partial support for tribal data stewards; b) partial support for developing and supporting central data management systems; and c) partial support for professional development and training. Regional Coordination: Serve as the CRITFC point of contact and tribal advocate in regional data management coordination processes, forums, meetings, and summarize that information to tribal partners.

Job Requirements/Qualifications: A BS degree in a natural resource or environmental science related field, or the equivalent level of knowledge demonstrated by successful on-the-job performance; Due to the various locations of the four tribes, experience scheduling, coordinating and leading virtual monthly meetings, annual workshops, creating special workgroups, and identifying and organizing relevant training events for data stewards and tribal fishery staff; Ability to effectively and diplomatically communicate with a diverse set of tribal and non-tribal partners, especially consensus building; High proficiency with Microsoft Office (e.g. Word, Excel, PowerPoint), remote meeting software (e.g., GoToMeeting, Zoom, Teams); and standard office equipment (e.g., projectors). Demonstrable capacity for project management, ability to develop multi-year plans, create benchmarks, and document workflow; Knowledge of biological science and experience with the methods of data collection, entry and management; Experience working with or managing federal contracts, grant writing and administration, and managing budgets; Strong technical writing skills and verbal communication, including public speaking; Problem solving and critical thinking skills are essential; Ability to telecommute (i.e., work from home).

Starting salary range: \$61,999 – \$80,600. Closing date: January 15, 2021. Employment application and full job announcement located <https://www.critfc.org/blog/jobs/intertribal-monitoring-data-project-coordinator/>

Application procedure:

Under the authority of Section 7 of the Indian Self-Determination and Education Assistance Act, CRITFC shall give preference in employment matters to qualified enrolled members of the four CRITFC member tribes, then to qualified enrolled members of other federally recognized tribes. If CRITFC is unable to fill openings with such qualified tribal members, other qualified applicants will be considered.

Note: Incomplete applications will not be considered.

Send a complete application material include a cover letter, CV/resume, completed job application with signature, electronic or typed in signature is accepted (available on our website

at www.critfc.org “employment opportunities” on the bottom right corner or by calling 503.238.0667, a copy of relevant certifications and a list of at least three professional references.

Submit to:

Columbia River Inter-Tribal Fish Commission

Attn: Human Resources

700 NE Multnomah Street, Suite 1200

Portland, Oregon 97232

Email: hr@critfc.org

Fax: 503.238-3555

To view more career opportunities or to learn more about Columbia River Inter-Tribal Fish Commission, please visit <https://www.critfc.org/critfc-employment-opportunities/>