



## Nooksack Indian Tribe Job Description

**Job Title:** Climate Resilience Specialist  
**Department:** Natural Resources  
**Reports To:** Resource Protection Program Manager  
**Job Status:** Exempt  
**Type:** Full-time  
**Grade:** I

### **JOB SUMMARY:**

This position reports to, and works directly with, the Resource Protection Program Manager, and also collaborates with the Natural Resources Director and other staff to: (1) review new clean energy facilities and Climate Commitment Act-Funded projects and programs; and (2) provide technical support to the Nooksack Tribal Council to consult with agencies that administer Climate Commitment Act (CCA) funding decisions and authorizations that may impact tribal resources. Additional duties include working with Administration, Planning/Economic Development and other Nooksack Tribe departments to support the planning, funding, and implementation of Clean Energy and Climate Resilience projects. The job will entail a mixture of technical skills associated with natural resource protection, knowledge of state and federal climate policy and environmental protection rules and laws, knowledge of climate change science and impacts on coastal, riverine, and upland resources, and the ability to work with both Tribal and non-tribal partners. Excellent writing skills are essential.

### **MAJOR TASKS AND RESPONSIBILITIES:**

1. Review pre-applications and applications for new clean energy facilities and CCA-funded projects for impacts to treaty natural resources. Provide technical support to Tribal Council to consult with agencies on CCA-funded actions.
  2. Collaborate and coordinate with Nooksack Tribe Administration, Planning/Economic Development, and other departments to assess and advance projects that reduce emissions, enhance energy sovereignty, increase climate change resilience for treaty resources, infrastructure, and communities, and address the topics of environmental justice and health inequity for the Nooksack tribal government and community.
  3. Provide strategic review and recommend updates to federal, state, and local environmental regulations and policies that impact treaty natural resources.
  4. Coordinate with Program Managers to develop and implement climate adaptation protection strategies and policies that will protect and restore Nooksack tribal treaty natural resources.
  5. Analyze policy and permit proposals for potential impacts from climate change, sea level rise, flooding to terrestrial, aquatic and marine habitat, ocean acidification, and renewable energy siting.
  6. Establish and foster relationships with local environmental groups, local government staff and others to advocate for natural resource protection and restoration to reduce the effects of climate change.
-

7. Review US Army Corps of Engineers permits within the marine, nearshore and coastal estuary environments to evaluate climate change impacts to Nooksack tribal treaty natural resources.
8. Attend Northwest Indian Fisheries Commission Tribal Climate Change Forum and other meetings to stay informed of and participate in evaluating local, state, and Federal policy decisions on climate change policy, climate adaptation and strategy, including funding opportunities.
9. Coordinate climate resilience planning and support clean energy transition planning, e.g. through development of a greenhouse gas inventory, climate vulnerability assessment, and climate adaptation plan for the Nooksack Tribe.
10. Draft comment letters for management and leadership review and approval.
11. Develop requests for proposals, negotiate scopes of work and contracts, and manage consultants and contractors in support of climate resilience and clean energy projects and programs.
12. Participate in other Nooksack tribal projects or initiatives related to climate change, climate resiliency, air quality, coastal resilience, clean energy project siting, and Climate Commitment Act Regulatory review.
13. Other duties as assigned.

**PREFERENCE:**

- Indian Preference Policy applies to this and all positions with the Nooksack Indian Tribe.

**MINIMUM QUALIFICATIONS**

The following qualifications are required for the incumbent to have, in order to be considered for the position.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:**

- Bachelor's degree in Natural Resources, environmental sciences, environmental policy, sustainability, climate resilience or related degree required.
- Master's degree in Natural Resources or Environmental Policy desired.
- Minimum 3 years reviewing and commenting on projects, programs, and policies with potential to impact climate and or natural resources.
- Minimum three (3) years managing contracts and budgets.

**REQUIRED SKILLS/KNOWLEDGE/ABILITIES POSITION:**

- Knowledge about environmental impacts and challenges associated with their sustained growth, recovery and protection.
- Familiarity with federal, state, and local environmental regulations, e.g. Clean Water Act, NEPA, Army Corps regulations, Endangered Species Act; Washington SEPA, Growth Management Act, Shoreline Management Act, Forest Practices Rules, and Climate Commitment Act; and Whatcom County Critical Areas Ordinance, Shoreline Management Program, and Comprehensive Plan
- Project and/or program management experience
- Ability to communicate clearly on complicated issues. Excellent writing skills.

**REQUIRED CONDITIONS OF EMPLOYMENT:**

- Must pass alcohol/drug test at time of hire and throughout employment.
  - Must pass criminal background check at time of hire and periodically thereafter.
-

**REQUIRED LICENSES OR CERTIFICATIONS:**

- Must have and maintain throughout employment a valid Washington State Driver’s License and meet the insurability requirements of the Tribe. (Must Provide Driving Abstract at time of hire).

**PHYSICAL REQUIREMENTS** *(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.):*

- Ability to read, write, and sit at a computer terminal and use hands for keyboarding up to 8 hours a day, 5 days a week.
- Ability to swim and wade in fast-flowing streams and rivers, walk for several miles on uneven ground, and work in inclement weather (rain, snow, cold, heat).
- Ability to lift and carry up to 40 lbs over distances of up to several miles.
- Ability to climb stairs.

**DESIRED SKILLS/KNOWLEDGE/ABILITIES POSITION**

The following qualifications are preferred/helpful for the incumbent who has these skills/knowledge or abilities for this position.

- Experience working with Native American tribes and evaluation and assessment of impacts on Treaty resources is highly desired.
- Familiarity with climate vulnerability assessment and adaptation planning
- Familiarity with greenhouse gas inventories
- Familiarity with actions that mitigate or reduce greenhouse gas emissions.

**I have read and understand the position requirements as stated above I further, understand that occasionally I may be instructed to perform duties that are not listed above but are relative to my position.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

---