
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Environmental Workforce Development & Internships Division
Coordinator

Reports To: Deputy Director of Natural Resources, or designee

Assigned Office

Location: Karuk Department of Natural Resources (KDNR), Orleans, California

Supervises: Natural Resources Technicians (NRT), interns, youth workers, and program staff as assigned

Classification: Non-Exempt, Non-Entry Level, part-time to full-time, pending funding availability

Salary: \$26.51-\$33.19/DOE

Summary: The Environmental Workforce Development Division Coordinator works under the direction of a Deputy Director, Program Manager, or designee, to lead Tribal workforce and internship programs focused on natural resources and environmental fields. This position supports the Pikyav Field Institutes goal of intergenerational learning by facilitating training, employment placement, and career development opportunities that integrate Karuk cultural values and traditional ecological knowledge. The Coordinator manages related grants and partnerships, develops programming and educational resources, and supports cross-departmental collaboration. The position is dependent on grant funding and may require identifying and securing ongoing support.

Application Deadline: October 24, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

Department of Natural Resources

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone : (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Orleans Medical Clinic

325 Asip Road
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

POSITION DESCRIPTION

Title: Environmental Workforce Development & Internships Division Coordinator

Reports To: Deputy Director of Natural Resources, or designee

Assigned Office

Location: Karuk Department of Natural Resources (KDNR), Orleans, California

Supervises: Natural Resources Technicians (NRT), interns, youth workers, and program staff as assigned

Classification: Non-Exempt, Non-Entry Level, part-time to full-time, pending funding availability

Salary: \$26.51-\$33.19/DOE

Summary: The Environmental Workforce Development Division Coordinator works under the direction of a Deputy Director, Program Manager, or designee, to lead Tribal workforce and internship programs focused on natural resources and environmental fields. This position supports the Pikyav Field Institutes goal of intergenerational learning by facilitating training, employment placement, and career development opportunities that integrate Karuk cultural values and traditional ecological knowledge. The Coordinator manages related grants and partnerships, develops programming and educational resources, and supports cross-departmental collaboration. The position is dependent on grant funding and may require identifying and securing ongoing support.

Responsibilities:

1. Oversees all Tribal responsibilities associated with workforce development grants, agreements, contracts, and compacts.
2. Supervises Division-related staff, interns, contractors, and volunteers as assigned.
3. Develops and implements Division-related agreements and contracts with Tribal departments and external partners.
4. Supports efforts toward accreditation of Pikyav Field Institute workforce programs.
5. Promotes Tribal student inclusion in workforce programs, trainings, and internships in partnership with outside institutions.

6. Maintains and distributes a calendar of Division-related trainings and activities occurring within Karuk Aboriginal Territory.
7. Collaborates with the Sipnuuk Division to expand collections of workforce training and educational materials.
8. Designs and facilitates workshops and trainings that include Karuk ecological knowledge and cultural values.
9. Coordinates field-based learning experiences, including outdoor education and training opportunities.
10. Coordinates and supports the involvement of Cultural Practitioners in program activities as speakers and consultants.
11. Tracks all expenditures and ensure correct budget coding for purchases, travel, and contracts.
12. Coordinates across Tribal departments and with external partners to align efforts and leverage resources.
13. Develops and implements tools to assess learning outcomes and track participant growth.
14. Provides program updates to the Program Manager, Department leadership, and Tribal Council as needed.
15. Conducts outreach and develops media to promote opportunities and communicate outcomes.
16. Completes required assessments and reports and follow appropriate review and approval processes.
17. Identifies and pursues new funding sources to support and expand workforce development initiatives.
18. Accepts other position-related duties as assigned, based on priorities and staffing needs.

Qualifications:

1. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
2. Demonstrated ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.
3. Demonstrated baseline knowledge of Karuk culture and traditions.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrated ability to operate effectively when assigned to remote work.
6. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work environment.
7. Demonstrated success in managing grant awards and/or tracking deliverables preferred but not required.

Requirements:

1. Experience and/or education:

a. Bachelor's degree in Natural Resources, Native American Studies, English, Business Administration, Education, Nutritional Health or related field and one (1) year related work experience; or

b. An equivalent combination of education and related experience will be considered. Equivalencies based on 2:1 ratio.

2. Must have at least (6) six months supervisory experience.

3. Must demonstrate ability to work within Native American Communities and maintain harmonious relationships with other employees, collaborators, and the public.

4. Must have high respect for and fundamental understanding of Indigenous cultures, preferably that of the Karuk.

5. Must demonstrate skills in professional writing and mathematics.

6. Must be proficient in the use of Microsoft Office professional suite (including Microsoft Excel and Word) and capable of developing complex spreadsheet applications for task tracking and reporting purposes.

7. Must be proficient in the use of shared filing and organization systems (e.g. Box), and/or open and willing to learn.

8. Must be effective, efficient, productive and timely in producing and delegating assigned work products while maintaining data security at all times.

9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

10. Must adhere to the policies and procedures of the Karuk Tribe.

11. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.

Physical and Environmental Requirements: None specified

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: August 20, 2025

Employee's Signature: _____

**** Employees must sign position descriptions annually, during their evaluation.**