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

Karuk Tribe



Administrative Office

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

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

Vacancy Announcement

Title: Ipaháriik Restoration Forestry Program Manager

Reports To: Deputy Director of Natural Resources, or designee

Location: Orleans, CA

Assigned Work Location: Karuk Department of Natural Resources

Salary: \$67,745.60 - \$86,840.00 per yr./ DOE

Classification: Full Time, Exempt, Regular

Summary: Under the supervision of the Deputy Director of Natural Resources, or designee, the Ipaháriik Restoration Forestry Program Manager will be responsible for the oversight and direction of the Karuk Department of Natural Resources' Ipaháriik Restoration Forestry Program. The primary focus of this position is to assist the Karuk Department of Natural Resources (KDNR) programs and partner organizations in furthering the planning and implementation of restoration forestry activities in support of the Karuk Tribe's ecocultural revitalization efforts. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: August 11, 2026 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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 Department at: Telephone: (530) 493-1600 ext. 2043/7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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Responsibilities:

1. Oversees the day-to-day operations including but not limited to daily work assignments, performance evaluations, and training plans of Program staff.
2. Collaborates internally and with partner organizations on the development, implementation, and oversight of all logging, reforestation, biomass utilization and other forest operations, including prescription development and contracting.
3. Maintains up-to-date timber inventories on Karuk tribal trust and fee lands and assists with updates to the Karuk Tribe's Forest Management Plan.
4. Manages program funding sources to ensure that funds are spent in an appropriate and timely manner. Prepares and submits summary reports outlining activities undertaken specific to each position related funding source as requested.
5. Assists with the preparation of Timber Harvesting Plans (THPs) and related National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) documentation as necessary.
6. Collaborates with internal and external technical specialists as related to THPs and other Forestry projects including but not limited to wildlife, archaeological, and botanical specialists.
7. Maintains protected confidential forestry-related datasets and develop record keeping system when distributing culturally sensitive data following Tribal data sovereignty guidelines.

8. Assists in the coordination of forestry-related field data collection activities for consistency, quality assurance purposes and participates in field data collection as required.
9. Oversees the acquisition, configuration and maintenance of Forestry Division equipment.
10. Adheres to Tribe's and Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.
12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrates a working knowledge of silvicultural practices, reforestation, California Forest Practice Rules, road construction, timber inventories, California wildlife and botany laws and limited operating periods.
2. Exhibits knowledge of traditions, culture, or history of the Tribes of Northwestern California.
3. Demonstrates experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
4. Demonstrates proficient writing skills for preparation of datasheet interpretation/corrective documents and summary reports, and ability to manage budgets and complete grant reporting.
5. Demonstrates knowledge of National Environmental Policy Act (NEPA)/California Environmental Quality Act (CEQA); experience in developing project maps for planning activities is preferred.
6. Possesses a current California Registered Professional Foresters (RPF) license or meets the minimum requirements for admission to the RPF Exam and demonstrated ability to obtain within two (2) years of hire.
7. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
8. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
9. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
10. Demonstrated ability to understand and follow oral and written instructions.
11. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
12. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Experience and/or Education:
 - a. Bachelor's degree in Forestry, Natural Resources or related field including coursework in Forestry and four (4) years related work experience or;
 - b. An equivalent combination of education and related experience will be considered.
2. Must have at least two (2) years supervisory experience.
3. Must demonstrate ability to work within Native American Communities.
4. Must demonstrate strong writing, editing and communication skills.
5. Must be proficient in performing field surveys, establishing plots such as those for Common Stand Exams (CSE), reading topographic maps, Global Positioning System (GPS) data collection, maintaining Geographic

Information System (GIS) Data, and carrying out other related field mapping and data collection and monitoring efforts.

6. Must demonstrate proficiency in Microsoft Office Suite programs, ArcGIS, Google Earth, as well as other computer programs that help result in efficient planning.
7. Must be effective, efficient, productive and timely in producing and delegating assigned work products data security at all times.
8. Must adhere to the policies and procedures of the Karuk Tribe.
9. Must be a self-starter, well organized, and willing to learn new skills.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must successfully pass a pre-employment drug screening test.
12. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: July 14, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25