
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

POSITION DESCRIPTION

Title:	Habitat Restoration Coordinator
Reports To:	Habitat Restoration Manager or designee
Location:	Happy Camp, Yreka, or Orleans, CA
Assigned Work Location:	Karuk Department of Natural Resources
Salary:	\$26.78-\$34.51/ hourly, DOE
Classification:	Full-time, Regular, Non-Exempt
Summary:	Under the supervision of the Habitat Restoration Program Manager or designee, the Habitat Restoration Coordinator is responsible for supporting the management and completion of program projects for the Habitat Restoration Program within the Karuk Department of Natural Resources. The position is responsible for providing field crew coordination and data management support with Habitat Restoration activities including planning, implementation, and monitoring. Other responsibilities may include facilitating and coordinating program activities and specific components of project or program planning and implementation for watershed rehabilitation and fisheries habitat restoration projects within the Klamath River, Scott River, Shasta River, and Salmon River sub-basins; and providing technical assistance for related initiatives. All duties are performed in alignment with applicable policies, procedures, internal processes, funding requirements, and culturally appropriate practices.

Responsibilities:

1. Supervises designated Habitat Restoration Program staff including Natural Resources Technicians, interns, and youth workers, as assigned.
2. Cooperates with Habitat Restoration Program Manager to complete timely work performance evaluations, individual development plans, professional trainings, workshops, and mentorship opportunities as appropriate to promote professional staff development and advancement.
3. Assists with project implementation and monitoring of low-tech restoration projects (e.g. beaver dam analogs, chop and drop wood loading, meadow gully stuffing), including project work planning, coordination with project partners and agencies, procuring supplies, training crews in low-tech habitat restoration and monitoring techniques, supervising crews, developing monitoring plans, collecting GPS data, producing field maps, and collecting pre- and post-project monitoring data, and oversight and quality of data collected by employees under their supervision. May involve oversight of several projects at any one time.

4. Assists with permitting, contracting, implementation, assessment, and monitoring of restoration projects in collaboration and with support from the Habitat Restoration Program Manager, Karuk Department of Natural Resources leadership and technical staff.
5. Assists with grant funding applications and grant management, including budget preparation and management. Prepares reports and technical documentation including project progress reporting for grant compliance, Global Positioning System (GIS) analysis and map production, project presentations, and reports as directed by Habitat Program Manager.
6. Communicates and collaborates effectively with supervisor, Tribal departments, interdepartmental staff, external partners, community members, private landowners, and funding agencies, as applicable.
7. Contributes and provides subject matter knowledge and input to help fill knowledge gaps, explain implementation processes, and provide specialized technical support, as applicable.
8. Assists with setting up contracts with contractors and consultants for tasks related to engineering design, environmental permitting, project construction, and other technical tasks.
9. Adheres to Tribe's and Program's confidentiality and personnel policies.
10. Be available for local and out of the area travel as required for job related training and various activities.
11. Attends all required meetings, trainings and functions.
12. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Ability to apply subject matter knowledge to practical tasks, daily responsibilities, and assigned duties.
2. Basic understanding of federal, state, and Tribal grant compliance processes and requirements.
3. Ability to understand National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) processes, compliance, and document development.
4. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrated ability to understand and follow oral and written instructions.
8. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Education and Experience
 - a. Bachelor's Degree in Environmental Studies, Fisheries, Environmental Planning, Natural Resources, Engineering or related field plus one (1) year related work experience; or
 - b. An equivalent combination of education and related experience may be considered. Equivalencies based on a 2:1 ratio, 2 years of experience equals 1 year of education; and
2. Must have at least six (6) months of supervisory experience.
3. Must possess knowledge of the Klamath River ecosystems and riverine processes.
4. Must have direct experience implementing habitat restoration projects including familiarity with restoration planning and riverine or upslope habitat restoration.
5. Must be a self-starter, well organized, and willing to learn new skills.

6. Must demonstrate strong writing/editing and communication skills.
7. Must have the ability to use a variety of computer programs such as Windows 10 and MS Office Suite applications.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug screening test.
10. 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: 04/01/2026 (Council)

Employee Signature: _____ **Date:** _____

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

Form Approved by Council 11/20/25