

Tribal Stewardship and Engagement Coordinator Bears Ears Inter-Tribal Coalition

The Bears Ears Inter-Tribal Coalition (Coalition) is comprised of five tribes—Hopi, Navajo Nation, Ute Mountain Ute, Ute Indian Tribe, and Zuni Tribe—that successfully advocated for the creation of the Bears Ears National Monument and were also tasked with collaborative management of the Monument. Resources Legacy Fund acts as fiscal sponsor for the Bears Ears Inter-Tribal Coalition Project (“Project”); the Project operates for the benefit of the Coalition.

Bears Ears Inter-Tribal Coalition is a fiscally sponsored project of Resources Legacy Fund (RLF). RLF builds alliances that advance bold solutions to secure a just and resilient world for people and nature. RLF partners with philanthropy, community groups, government, science, and business to promote smart policies and ensure equitable public funding for the environment, climate change resilience, and healthy communities. Across the American West and internationally, RLF manages complex, multi-year grantmaking programs and fiscally sponsors projects that accelerate change on environmental and equity issues.

The Tribal Stewardship and Engagement Coordinator is responsible for providing support to Coalition Leadership and Coalition staff related to collaborative management, Tribal stewardship, and land planning, and will serve as the local engagement liaison to each of the five Tribal nations of the Coalition. This role requires close coordination with the Co-Director (Land Management and Intergovernmental Relations) and the Collaborative Management and Tribal Support Specialist and assists with incorporating goals and objectives of the Project’s Tribal Land Management Plan (LMP) to advance collaborative management of the Bears Ears cultural landscape. This role will directly support the Tribes in their realization of the Tribal vision of collaborative management by helping to develop, inform, and implement community engagement programming and other Tribal priorities aligned with Indigenous stewardship practices.

This staff member will be primarily responsible for attending collaborative management meetings, helping to document and retain, as well as synthesize traditional Indigenous knowledge and other information gathered and shared during these meetings. This staff member will also have primary responsibility for attending meetings, events, and other functions hosted by Tribes, to serve as a liaison between the Coalition and the Tribes at the community level. This position requires frequent travel to Tribal communities to further relationship-building, conduct outreach and support engagement on land planning and special projects of the Coalition.

The Tribal Stewardship and Engagement Coordinator reports to the Co-Director (Land Management and Intergovernmental Relations). This is a remote, full-time, exempt position, and must be located in the Southwest (New Mexico, Arizona, Colorado, or Utah). This position should expect to travel at least once a month and during peak periods could be traveling up to 70% of their time during any given month.

The following duties are included as part of this role:

- Attending land planning, collaborative management, and subcommittee meetings, assisting with documenting and tracking key topics, tasks, and requests from Tribes.
- Traveling to Bears Ears National Monument and the Tribal homelands of the Hopi Tribe, Navajo Nation, Ute Indian Tribe, Ute Mountain Ute Tribe, and Zuni Tribe for land planning meetings and

other planning related events as well as to manage, facilitate and implement Tribal engagement initiatives and goals. Travel may be frequent and will sometimes be on short notice.

- Leads and develops strategies for Tribal engagement including identifying priorities, developing actions plans, and evaluating efforts. Advances and assists in creating programming for Commission adoption.
- Leads local engagement and provides general operational support to the Coalition Tribes and their Tribal communities in the development and realization of collaborative management, including coordinating requests, assisting in meeting planning, and arranging site visits within the Bear Ears National Monument.
- Regularly exercises good independent judgement and discretion in matters of significance as they relate to Tribal Stewardship and Engagement in advancing the mission of the organization.
- Attending public agency meetings and documenting, tracking, coordinating, and reporting out key takeaways, action items, and other pertinent information necessary for advancing collaborative management and Tribal priorities.
- Lead for drafting land management meeting notes, meeting summaries, and ensuring the accuracy of transcriptions, along with distributing land planning meeting minutes, and managing internal records of all key planning documents in data management system, Basecamp.
- Attending Cultural Resources Subcommittee meetings and facilitates and assists with meeting planning including soliciting participant availability and scheduling, and assisting in securing and confirming attendance and lodging accommodations in coordination with the Administrative Assistant.
- Assists with developing Cultural Resources Subcommittee meeting materials including drafting agendas, recording and tracking agenda topics, and ensuring materials are distributed in a timely, organized, manner.
- Works closely with the Administrative Assistant to prepare, print, and assemble materials for Subcommittee and Land Team meetings.
- Coordinating complex project components: assisting in the maintenance and organization of Basecamp, developing and tracking task lists, working in coordination with the Land Planning team to ensure priorities and objectives are managed and met.
- Attending events and Tribal gatherings in Bears Ears National Monument and the Four Corner Region (New Mexico, Arizona, Colorado, and Utah) – including events hosted by NGO partners organizations like Bears Ears Partnership, Grand Canyon Trust, Utah Diné Bikéyah, and others.
- Identifies opportunities for building and maintaining relationships with Tribal communities by visiting elders, Tribal staff, Tribal youth, subject-matter experts, and Traditional Knowledge holders from each of the five Tribes to advance the organizational mission.
- Working with Collaborative Management and Tribal Support Specialist to manage projects on the Bears Ears Landscape that seeks to engage and create participation among Tribal community members and partners.
- Working closely with Collaborative Management and Tribal Support Specialist and other Coalition staff to inform, strategize, and work towards creation of a permanent Tribal youth stewardship program, which may include a Conservation Corps or other opportunities as identified.
- Collaborating with Coalition staff and NGO partner staff to develop an effective Tribal community outreach program.

- Enhancing the Coalition’s positive image through identifying additional subject-matter experts and Traditional Knowledge holders who may be able to assist land management and planning process, as well as assisting in development of vision and programming related to Tribal engagement and participation in relevant land management projects.
- Readiness to travel, sometimes on short notice, to Ute, Navajo, Hopi, and Zuni communities and locations within and near the Monument to represent the Coalition in meetings, community events, and other functions related to collaborative management of the Bears Ears National Monument.

Knowledge, Skills and Abilities:

Note: These qualifications are guidelines, not hard and fast rules, so if you have 75% of the qualifications listed, we encourage you to apply. Experience can include paid and unpaid experience, including volunteer work that helped you to build the competencies, knowledge, and skills needed for this position. Applying gives you the opportunity to be considered.

- Bachelor's degree in one or more of the following areas: Native American and Indigenous studies, ethnic studies, environmental science and management, environmental justice, wildlife and natural resources conservation and management, cultural resources protection, biology, ecology, sustainability, archaeology, or anthropology. **Equivalent work experience can be substituted for education requirements.**
- Dexterity with intertribal or intergovernmental efforts in conservation, cultural resources preservation, environmental science, environmental justice, natural resources management and or planning.
- Knowledge of and familiarity with any one of the following areas: Indigenous rights, Tribal sovereignty, conservation, environmental protection, natural resources management and public lands planning, and social justice issues.
- Demonstrated history of relationship and community building with Tribes and Tribal communities, which may include lived experience, working history, volunteer work or other opportunities in service to Tribes or Tribal organizations (ex. board position, cultural practitioner or apprentice, or participation or active practice of cultural or traditional Indigenous lifeways).
- Strong verbal communication skills, including conveying messages clearly and concisely, paraphrasing, selecting language appropriate for the audience, encouraging others to share input, and exercising cultural awareness and sensitivity.
- Exceptional composition skills. Ability to synthesize extensive information from multiple sources into a lucid, cohesive written product. With an understanding of tone and style, compose written information that effectively communicates the desired message to the intended audience(s).
- Strong data management skills. Ability to process and input data efficiently and effectively and in an organized manner. Ability to maintain confidentiality around sensitive information from Tribes.
- Exceptional skills taking detailed and comprehensive notes, including the ability to identify takeaways.
- Exceptional organizational skills and the ability to manage extensive documentation, written information and communication from multiple sources.

- Ability to work effectively and in collaboration with diverse stakeholders and partners, as well as Coalition staff team and members of the organization, including elected Tribal Leadership, community and cultural leaders, advisors, elders, and youth.
- Ability to adhere to numerous deadlines, conflicting priorities and handle multiple tasks efficiently.
- Ability to receive and implement direction and input from multiple colleagues. Ability to adapt to changing priorities is a must.
- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as anticipate informational needs as situations and projects develop.
- Technological abilities to ensure compliance with confidentiality policies and procedures necessary for the protection of Tribal knowledge and data, and to efficiently complete tasks.
- Outstanding editing skills. Critical eye for grammar, punctuation, and syntax. Commitment to the highest quality written product.
- Ability to resolve conflicts professionally and maintain patience, grace, and humor under pressure.

DIVERSITY, EQUITY, AND INCLUSION: We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from diverse backgrounds. We believe that a diverse and inclusive culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world. Learn more about RLF's commitment to [diversity, equity, and inclusion](#) on our website.

As a member of the RLF team, the Tribal Stewardship and Engagement Coordinator:

- Works well independently, as well as collaboratively to achieve a unified goal;
- Is committed to creating platforms for Tribes to articulate their values and perspectives;
- Centers Tribal values and Tribal voices to the maximum extent possible;
- Is committed to work that preserves the sovereignty of Tribal Nations while promoting cross-cultural and intergovernmental collaboration;
- Possesses a high standard of integrity and understanding of Tribal protocols to ensure that work is culturally appropriate, respectful, and meets Tribal ethical and legal standards;
- Exhibits self-awareness, humility, and patience when working with diverse groups;
- Possesses professional skill to tailor approaches to accommodate a variety of audiences; and
- Thrives professionally in a collaborative work environment that celebrates cultural differences, prioritizes empowerment, and promotes fellowship;
- Has flexible working hours, including some nights and weekends, to attend Coalition meetings, community events, and other functions related to collaborative management and relationship-building;
- Is flexible regarding remote work, but is based within a 100-mile radius of the Four Corners and/or the Bears Ears National Monument. All of the following communities and their surrounding areas are within this radius: Durango, Cortez, Dolores, Farmington, Shiprock, Chinle, Kayenta, Monument Valley, Mexican Hat, Bluff, Blanding, and Monticello. This requirement is to facilitate meetings within and near Bears Ears National Monument.

Compensation and Benefits: Starting salary of \$50,000 - \$57,000. We have an alternate Fridays off work schedule (employees work 40 hours one week, 32 hours the next week) and offer a comprehensive benefit package including medical, dental, and vision insurance, 401k plan with a 5% match, and generous paid time off. RLF also offers a technology allowance, student loan repayment assistance, the Calm app, mental health benefits and approximately 17 paid holidays per year.

How to Apply: Send your resume, cover letter, and three references, one of which must be able to speak to your demonstrated history of relationship and community building with Tribes and Tribal communities (this can be a professional or personal reference), to info@bearscoalition.org with the subject line "Tribal Stewardship Position - [YOUR NAME]."

Requirements:

- I9 verification;
- Current driver's license;
- Reliable internet access, able to conduct 8 hours of remote work relatively uninterrupted, less than 2 hours of service interruption per day and;
- Reliable cell service, or close proximity to wifi hot spot, to receive cellular communications at least every 48 hours.