



InterTribal Buffalo Council
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Intertribal Buffalo Council

Position: **Southeast Regional Conservation
Partnership Program—Project
Coordinator**

POSITION DESCRIPTION:

The Project Coordinator position will coordinate the Intertribal Buffalo Council NRCS-Regional Conservation Partnership Program (RCPP) to provide program services to Tribal buffalo managers and programs who are interested in and enrolled in the RCPP program. The RCPP program is a Natural Resource Conservation Service (NRCS) program. The Southeast RCPP Region includes Tribes within the following states: OK, NE, KS, and FL. The Southeast RCPP grant is a 5-year grant, ending in 2030. This position is expected to travel a minimum of three times per year for RCPP-related events. This is a full-time, contractual position.

PRIMARY RESPONSIBILITIES:

- Assist ITBC member Tribes with their goals of Buffalo restoration and/or expansion through project coordination of the Regional Conservation Partnership Program (RCPP), including but not limited to:
 - Assist with the development and administration of the NGP RCPP program.
 - Become familiar with the NRCS Practice Standards identified in the RCPP grant awarded to ITBC;
 - Assist with recruitment, enrollment, project implementation, and project verification of the RCPP program;
 - Completing NRCS administrative forms for Buffalo projects that are enrolled in the RCPP program;
 - Organize events and educational opportunities for the RCPP program;
 - Assist in reporting to ITBC Membership and NRCS on the RCPP project with the RCPP Technical Service Assistant and Director;
 - Make grant and budget amendments if needed;
 - Assist with developing contracts, scope of work, cost estimates, and others for Tribal Buffalo programs enrolling in RCPP;
- Work closely with the NGP RCPP Technical Services Assistant and NGP RCPP Project Director.
- Communicate with NRCS, contributing partners, and program participants.
- Create and assist with reporting requirements to NRCS and ITBC, such as financial reports, scope of work, cost estimates.
- Identify, coordinate, and implement training and educational outreach for ITBC member

Tribes.

- Participate in training related to the RCPP project and related services.
- Assist in the organization and maintenance of RCPP Technical Services documents for use by ITBC member Tribes.
- Work with USDA-NRCS Tribal Liaisons and Tribal Historic Preservation Offices (THPO), Bureau of Indian Affairs (BIA), and other relevant staff.
- Communicate with Tribes on program eligibility and other participation in USDA-NRCS programs, such as ITBC- Advancing Markets for Producers (AMP), Environmental Quality Incentives Program (EQIP), and others.
- Work closely with RCPP Project Director and Technical Service Assistant in identifying needs and challenges with the RCPP program.
- Travel will be required at a minimum of 2 to 3 times per year.
- Other duties related to RCPP.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required from an accredited University or college.
- Five years or more of total specialized experience in grant development and management.
- Knowledge or understanding of USDA Natural Resource Conservation Service programs, practices, field forms, and programs preferred.
- Knowledge of and sensitivity to Native American wildlife management issues and concerns, with a respect for principles of tribal sovereignty.
- Knowledge of federal contract procedures and policies.
- Familiarity and working knowledge of Tribal Governments, Treaties, legal structures, and sensitive issues associated with the management of natural resources.

KNOWLEDGE AND SKILLS:

Must have the ability to organize and analyze available information and draw sound conclusion; communicate effectively and write clearly and concisely and in a logical sequence; present and promote tribal restoration priorities, services and actions; and effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines. Must be able to use Microsoft Office Word, Excel, Power Point, and capacity and willingness to develop knowledge in other computer tracking systems. Must be at least 18 years or older with a valid driver's license.

SUPERVISED BY:

Reports directly to the Southeast RCPP Director and the ITBC Executive Director.

SALARY:

Salary dependent upon experience, with a salary rang of \$66,560-\$93,600.

****Intertribal Buffalo Council is an equal opportunity employer. The organization does not discriminate by race, color, creed, national origin, age, religion, sex, marital status, sexual orientation, or disability, although the organization provides an Indian preference for employment.****