



InterTribal Buffalo Council
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Intertribal Buffalo Council

Position: **Southeast Regional Conservation
Partnership Program—Technical
Services Assistant**

POSITION DESCRIPTION:

The Technical Services Assistant for the Intertribal Buffalo Council NRCS- Regional Conservation Partnership Program (RCPP) will provide direct 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, ending in 2030. This position is expected to travel and spend substantial time outdoors. These outdoor conditions are often in rugged terrain, including very steep, wet, muddy, rough, uneven, or rocky surfaces. This is a full-time, contractual position.

PRIMARY RESPONSIBILITIES:

- Assist ITBC member Tribes with their goals of Buffalo restoration and/or expansion through direct technical assistance of the Regional Conservation Partnership Program (RCPP), including:
 - Become familiar with the NRCS Practice Standards identified in the RCPP grant awarded to ITBC;
 - Assist ITBC member Tribes with the development of management plans and conservation plans for the Tribes participation in RCPP;
 - Assist with recruitment, enrollment, project implementation, and project verification of the RCPP program;
 - Develop and recommend solutions to member Tribes for buffalo range conservation, management, and improvement based on on-site visits and tribal inquiries for the RCPP program;
 - Assist in data tracking for RCPP reporting, planning, and analysis;
 - Complete range condition assessments and data collection for the RCPP program;
 - Completing NRCS forms for Buffalo projects that are enrolled in the RCPP program;
 - Assist in reporting to ITBC Membership and NRCS on the RCPP project with the RCPP Coordinator and Director;
- Identify, coordinate, and implement training and educational outreach for ITBC member Tribes.
- Participate in training related to the RCPP project and related services.
- Work with USDA-NRCS Tribal Liaisons and Tribal Historic Preservation Offices (THPO),

Approved by the Board -

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.
- Assist in the organization and maintenance of RCPP Technical Services documents for use by ITBC member Tribes.
- Work closely with RCPP Project Director and Coordinator in identifying needs and challenges with the RCPP program.
- Provides reports to the ITBC Board of Directors, member Tribes, Executive Director, and RCPP Manager and Coordinator on activities.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required from an accredited University or college in range management, biology or other field directly related to the position's needs.
- One year, or more, total of specialized experience that provided knowledge of range management principles and techniques preferred.
- 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 principals of tribal sovereignty.

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. GIS experience preferred. Must be at least 18 years or older with a valid driver's license.

SUPERVISED BY:

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

SALARY:

Salary dependent upon experience, with a salary of \$52,000-\$72,800.

****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.****