

JOB DESCRIPTION

Climate Adaptation Specialist

Title: Climate Adaptation Specialist

Status: Part/ Full-time Regular Position: No more than 40 hours per week at \$25 per hour.

Position in the Tribal Organization: The Climate Adaptation (CA) Specialist is employed by the Pleasant Point Passamaquoddy Tribe, hired by the Environmental Department via the Tribe's Environmental grants, and is under the immediate supervision of the Environmental Director. The CA Specialist will build the capacity for a Tribal Climate Program. When appropriate, he/she will work cooperatively with environmental technicians/specialists conducting field work in ecology, water quality, GIS, Brownfields, and work cooperatively with all employees in the tribal organization.

Role: The CA Specialist serves as a staff member in the tribal organization assisting the Environmental Department in fulfilling the organizational and developmental activities of the Tribe pertaining to climate adaptation/mitigation activities in the Passamaquoddy Homeland. He/she is primarily responsible for meeting outcomes/outputs related to climate change needs such as developing a climate adaptation plan for the Environmental Department and assist with any tribal climate activities such as funding related to the DOI Tribal Climate Program and other applicable climate funding opportunities that may be awarded to the Tribe.

Duties:

The CA Specialist will:

1. be able to work closely with climate change professionals to document needs and assess/apply for funding opportunities.
2. coordinate and participant in meetings designed to identify climate change science relevant to the Wabanaki, distill that science into lay-person accessible information, collect information on what climate related issues are important to tribal members and represent those views back to Tribal Administration.
3. assist in planning a Wabanaki Climate Conference where administrators and community members from each reservation will have an opportunity to meet, learn more about climate adaptation and see how their communities view the challenges climate change will create for the Wabanaki.
4. begin drafting a climate adaptation plan addressing environmental concerns that impact the livelihood of the tribal citizens.
5. work with willing partners to develop lesson plans, demonstrations, and projects that illustrate how climate change will affect the next generation of tribal citizens.
6. collaborate with interns or college students in fulfilling the educational/program requirements such as STEM, career development, thesis, research paper, etc.
7. provide outputs/outcomes achieved for the final/annual reports due at the end of the grant period.

Qualifications:

The successful candidate will:

1. possess a bachelor's degree in the environmental science, climate science, or social science field.
2. or the equivalent in directly related work experience and four (4) years of progressively responsible experience in the field of climate change, mitigation, adaptation and resource management or related field which includes supervision and coordination of research, and support functions.
3. be experienced in or willing to participate in social science research, including transcription and interviews.
4. be an enthusiastic and willing to contribute to the team.
5. be able to accommodate a flexible schedule including travel and overnight stays.
6. have a valid US driver's license and reliable means of transportation.
7. be conscientious, culturally sensitive and organized.
8. possess computer literacy skills with the ability to operate and utilize spreadsheet, word processing, and database management.
9. communicate effectively, both verbally and in writing.
10. work independently, in a team atmosphere.
11. have experience in writing proposals and applying for funding opportunities to sustain employment with the Tribe.

Preference given to a qualified Native American.

Developed: December 2015

Revised: January 2016

Revised: February 14, 2023

Tribal Council Approved: February 28, 2023

To Apply:

Submit a cover letter, application, resume and contact information for three references, including a supervisor, to:

Human Resources Director
Passamaquoddy Tribe - Pleasant Point
POB 343
Perry, ME 04667-0343
Tel: 207-853-5175
hrmanager@wabanaki.com

Position starts when the interviewing/hiring committee selects a suitable candidate. Employment will continue if the hired individual is able to secure funding beyond September 30, 2023.

Application:

http://www.wabanaki.com/wabanaki_new/personnel_dept.html

Questions: Contact Marvin Cling, Sr., marvin@wabanaki.com, 207-853-5134