Position Opening

POSITION: Project Tribal Liaison and Engagement Specialist
STATUS: Full-time / Benefitted / Salaried / Exempt
COMPENSATION: $74,880 - $87,360 per year
DEPARTMENT: North State Planning and Development Collective (NSPDC)
LOCATION: Onsite in the Tribal Relations Office with frequent travel throughout Northern CA and intermittent travel to other regions, frequent dependent on future funding.

RECRUITMENT ID: 165

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: This Project Tribal Liaison and Engagement Specialist will report directly to the hiring Project Director with a dotted-line reporting relationship to CSU Chico Director of Tribal Relations, within the University Office of the President. The intent of the position is to serve CSE project directors who utilize their services to help them achieve project objectives while engaging members of the Native American communities in the North State. Project budgets will fund the role.

Working under the day-to-day management of the Project Director and in coordination/consultation with the University Director of Tribal Relations, this position will advance project objectives in support of responsible and culturally sensitive land stewardship through intentional, strategic, and highly collaborative tribal engagement activities. Explore and identify a broad range of possible engagement activities such as research, consultation, education, training, professional development, workforce development and other related efforts that advance and enhance tribal engagement and partnerships in land stewardship. Develop a robust database of tribal contacts, capabilities, needs, issues and more. Utilize information gained to assist Project Director with the inclusion of Native community members in program operations and development, pursuit of grant funding opportunities, as well as assist in outreach and engagement, marketing and communications, and evaluation of project outcomes with respect to tribal engagement. May assist other project directors as appropriate.

PROGRAM DEVELOPMENT
• In consultation with the Project Director, interface with Tribal nations and Native community members to foster partnerships that promote strong, collaborative working relationships in support of project goals.
• Support the development of program initiatives that are designed to increase Tribal engagement.
• Plan, coordinate and implement key programming meetings with Tribes, Tribal communities, Chico State Enterprises and identified partners.
• Work as a focal point to coordinate and network local and regional Tribal partnerships to stay attuned to potential projects and partnerships that are mutually beneficial.
• Explore and identify funding opportunities targeted for inclusion/input of Tribal members on sponsored and self-supported projects.
• Identify appropriate funding sources and grants to support program development, assist with
research, writing, and submitting grant proposals related to (but not limited to), Tribal engagement, resources, Traditional Ecological Knowledge, Broadband and Economic Development.

• Monitor, discuss and implement needed changes and improvements in engagement development planning.
• As appropriate, advise other Project Directors working within Chico State Enterprises to assist with organizing efforts to promote local and regional Tribal input and collaboration.

OUTREACH AND ENGAGEMENT

• Represent the Project Director at Tribal and Native American community events and various committee meetings in the Tribal community.
• Attend local, regional, and statewide Tribal events to build relationships and community support.
• Keep abreast of current national trends and initiatives related to the Native American communities.
• May serve on local and regional boards and communities that specifically impact Native communities and lands.
• Monitor and evaluate outreach efforts and expected effectiveness, document trends and recommend and implement modifications to improve aspects of action plan.
• May provide training and consultation on how to work with Tribes, Sovereignty, and Government-to-Government relationships (also including, when needed, Tribal life, history, culture, and contemporary issues). Collaboratively develop and support implementation of best practices and strategies related to the growth of Native American community relations and engagement.

MARKETING AND COMMUNICATIONS

• Develop project communication materials and other forms of media focused on the Native American population to establish and foster strong Tribal relationships.
• Develop project communication strategies and opportunities with Tribal partners.
• Implement messaging, advertising, and informational sessions for a variety of audiences aimed at increasing awareness of state and federal programs and services available to tribes.

DATABASE MANAGEMENT

• Create and maintain a database of Tribal contacts, professional networks, and potential partners.
• Track Tribal participation in engagement opportunities.
• Conduct, promote, and aggregate research that will provide evidence of the success that comes from healthy partnerships between projects of Chico State Enterprises and Native American communities.
• Prepare reports as needed.
EMPLOYMENT STANDARDS:

Preferred:
• Bachelor’s degree in American Indian Studies, Communication, Community Development, Behavioral or Social Science or related field and 3 years demonstrated experience working within Native communities. A related Master’s degree may be substituted for 2 years of professional experience.

Desired:
• Incumbent with active relationships with local and regional Tribal communities.
• Knowledge of Native American student barriers and successes in higher education.
• Knowledge of California Tribal history.
• Experience working with and in Native American communities.
• Computer skills sufficient to use internet platforms (e.g., webinars, chat rooms) to deliver presentations, conduct meetings.
• Ability to communicate effectively with stakeholders and identify needs to be addressed for each initiative.
• Ability to collaborate with multiple organizations and maintain effective, coordinated programs;
• Demonstrated experience in preparing and delivering effective written and oral reports;
• Organizational skills and the ability to prioritize tasks;
• Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology) and work within deadlines;
• Ability to work independently under general direction and function cooperatively and productively as a member of a unit;

COMPLIANCE REQUIREMENTS:
• Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 15 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by July 18th, 2024. Documents submitted after this
date may not be considered.

- Resume

BY DROP BOX: https://csuchico.app.box.com/f/855da896353c499b8b471553e5eb14fc
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.