

**INTERNAL
JOB ANNOUNCEMENT**
Local Environmental Observer (LEO) Program Coordinator - FT

OPENING DATE: December 6, 2016
REVIEW DATE: December 9, 2016
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$40,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

This position facilitates the expansion of the Local Environmental Observers Network program to Northwest Indian College, as the first LEO hub in the lower 48 states. The position includes liaising with Indigenous communities, tribal colleges and universities, and Tribal Natural Resources Departments to facilitate community engagement with citizen science. The position is designed to establish the program at NWIC and provide a platform for other communities. The position is one year in length – to launch the program, with the possibility of .525 FTE position thereafter.

DUTIES & RESPONSIBILITIES

1. Liaise with LEO network headquarters in Anchorage, Alaska and other LEO hubs throughout North America.
2. Collaborate with Tribal Communities to engage with the LEO citizen science tool.
3. Suggest adaptations to the LEO online tool, with input from Indigenous communities.
4. Participate in trainings and workshops, as needed.
5. Run LEO educational / community trainings.
6. Work with students on developing a NWIC LEO student group as possible Service Learning.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

Minimum qualifications:

- Bachelor of Science degree in Native Environmental Science or related Science.
- Excellent written and oral communication skills.
- Strong organizational skills.
- Knowledge of citizen science and web-based applications.
- Grounding in Indigenous research methodologies.

Preferred qualifications:

- Previous experience working in the field on Citizen Science.
- Experience working with Indigenous communities.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu