



## Hoplend Band of Pomo Indians

### Job Description

### IN-HOUSE JOB OPENING

**APPLICATION DEADLINE TO APPLY: August 8, 2025**

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**Position:** Project Coordinator: Transformative Activities for Tribal Communities

**Reports to:** EPA Director

**Rate of Pay:** \$22-\$26/hr (up to 32hrs/wk) for no more than 24 months

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**POSITION SUMMARY:** This project is a multi-Tribal partnership in collaboration with the Mendocino County Resource Conservative District and the Strategic Growth Council. We are seeking a highly motivated and detail-oriented individual to help coordinate an effort to plan for renewable energy projects and sustainable practices. Develop plans, gather data and community input throughout the process. The successful candidate will serve as the key liaison between the Council, the District, contractors, and community members to ensure the project milestones are met.

#### **ESSENTIAL FUNCTIONS:**

1. Meeting and Training Attendance: Coordinate and attend regular meetings of the Strategic Growth Council and Mendocino County Resource Conservation District and Tribal community. Participate in trainings and workshops to stay up to date on project developments and best practices.
2. Project Development: Collaborate with contractors to develop plans and cost estimates to fund future projects. Coordinate with project stakeholders to ensure timely completion of the project deliverables.
3. Project Coordination: Manage schedules, budgets, and scope to ensure successful project outcomes. Facilitate communication among project team members, contractors, community members and Tribal leadership
4. Reporting and Documentation: Prepare and submit reports, invoices, and other documents as required by the Council and District. Maintain accurate records of the project progress, meetings, and decisions. Compile and store data and information.
5. Stakeholder engagement: Foster relationships with local stakeholders, including community members, tribal council, and government agencies.

#### **REQUIREMENTS/QUALIFICATIONS**

##### **Education and Experience:**

Associates degree in a relevant field (e.g. environmental science, project management, engineering) OR equivalent education and experience

**Certifications/Licenses:** Possession of a valid California Class C driver's license.

##### **Additional Requirements:**

1. Must be 18 years or older, must possess a valid driver's license and have a clean driving record, must be able to qualify for the Tribe's insurance, Must pass an initial drug test and be subject to random drug testing.
2. Two plus years of experience in project coordination or a related field.
3. Strong communication and interpersonal skills
4. Ability to work independently and collaboratively
5. Proficiency in project management tools

##### **Preferred Qualifications:**

1. Experience with solar energy projects
2. Knowledge of environmental policies and regulations
3. Certification in project management (e.g. PMP, CPM)

##### **While performing the duties of this job, the employee:**

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

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