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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**  
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913



**POST: January 26<sup>th</sup>, 2024**

**DEADLINE: February 9<sup>th</sup>, 2024**

**JOB DESCRIPTION**

**POSITION: Climate Resiliency Coordinator**

**DEPARTMENT: LVD Community Development Department**

**LOCATION: Tribal Administration**

**SUPERVISOR: Community Development Director/Tribal Planner**

**EMPLOYMENT: Part-Time - grant funded**

**SALARY/PAY RATE: \$26.00-\$30.00 per hour Depending Upon Experience/Qualifications**

The Lac Vieux Desert Band of Lake Superior Chippewa Indians is pleased to begin seeking a part-time Climate Resiliency Coordinator. This position will support the Tribal officials and other staff while pursuing tribal goals at the intersection of environmental sustainability, community resiliency, and environmental justice.

The ideal candidate will have a strong background in environmental issues with a focus on renewable energy extension, coalition building/partner coordination, and grant writing/administration. Effective written and verbal communication skills, attention to detail, and the ability to work with a dynamic team are essential.

**DESCRIPTION:**

The Climate Resiliency Coordinator (CRC) is a grant funded position that will be assisting in the development of the Lac Vieux Desert Tribe's energy assessments, energy plans, and climate action plans. This individual will be responsible for leading the effort to develop and implement the Tribe's Climate Change Plan ("Plan") and to ensure that the action items within the Plan are fully implemented by Tribal Programs. This position will prepare the community for projected immediate and long-term climate change impacts. Additionally, the CRC will assist in defining the Tribe's environmental justice initiatives and areas of equity advancement. The CRC will be integral to the Tribe's

development in the areas of renewable energy extension, coalition building/partner coordination, and grant writing/administration.

### **RESPONSIBILITIES:**

- Development of a Climate Change Plan (“Plan”) and then facilitating and implementing action items in this Plan throughout Tribal Government programs and services.
- Work with community on climate change solutions.
- Research and development of policies and regulations to support climate change adaptations plans.
- Acting as a Tribal Liaison on energy working closely with Tribal Leadership and Tribal Legal to prepare ordinances, codes, and resolutions.
- Keep pace with new research and environmentally sustainable practices to decrease the Tribe’s carbon footprint, increase economic development, and realize community costs savings.
- Conducting quantitative and qualitative analysis of sustainability projects within the community.
- Address environmental justice issues affecting Tribal land and treaty rights.
- Support tribal economic development while prioritizing sustainability.
- Managing program grants and identifying additional funding sources.
- Disseminating important information to the Tribal Community related to climate change initiatives.
- Collect data and assist in the development of baseline analysis of energy systems.
- Coordinates with federal, state, tribal and local agency partners of projects and programs, community outreach, media relations, and regional and various services; may assist with press releases.
- Performs related work duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in Environmental Science, Engineering or a related field.
- Two + years of experience related to climate resilience and sustainability.
- Strong leadership, and interpersonal skills including written and verbal communication.
- Strong commitment to prioritizing workloads and projects, setting priorities and meeting deadlines.
- Computer proficiency.
- Knowledge of sustainability practices or experience in related fields.
- Valid Driver’s license.
- Must be able to complete all background checks and pre-employment obligations.

### **PREFERRED QUALIFICATIONS:**

- 2+ years of experience in climate policy and legislation.

- 2+ years of experience in a staff or administrative capacity managing special projects or programs appropriate to the area of assignment.

**OTHER CONSIDERATIONS:**

Send cover letter, resume and references to the Human Resources Director at Kelly.moilanen@lvd-nsn.gov. Virtual interviews may be an option and will be granted at the discretion of the Tribe. The likelihood of a candidate meeting all preferences is not anticipated, and we encourage those with adequate experience in related fields and demonstrated passion for sustainability related issues to apply. Questions may also be directed to the Human Resources Director.

This position will be part-time to begin with the potential to grow into a FT Permanent position depending on funding availability and productivity.

**PHYSICAL DEMANDS:**

- Bending: Occasional
- Sitting: Frequent
- Standing: Frequent
- Lifting over 25#: Occasional
- Driving: Frequent
- Push: Occasional
- Pull: Occasional
- Hear: Constant
- Sit: Frequently
- Twisting: Occasional

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: 01/25/2024**