

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
[www.pitrivertribe.org](http://www.pitrivertribe.org)



**Human Resources Dept.**  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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### **Position Description**

**Title:** Partnership Coordinator  
**Department:** Tribal Rights Employment Office (TERO)  
**Reports To:** TERO Director  
**Classification:** Hourly Full Time - Temporary  
**Pay:** \$28.50 - \$32.50/hour

#### **Job Summary:**

The Partnership Coordinator plays a pivotal role in the relationship-building and collaborative efforts for the Tribe's Humisoil Production Project located at the Pit River Greenhouse on the XL Rancheria. This role ensures continuity and consistency throughout the Tribe's project as well as compliance with Federal and State requirements. The Partnership Coordinator is headquartered in the Tribal offices in Alturas, CA under the supervision of the TERO Director but often works in collaboration across multiple departments. This position is critical to advancing the Tribe's goals of food sovereignty, cultural revitalization, ecological restoration, renewable energy integration, and regional economic development.

The Partnership Coordinator is a grant-funded position that is allocated for approximately 8 months under its current award. Continuation beyond this period will be dependent on the availability of additional grant funding.

#### **Essential Duties and Responsibilities:**

- Networks and maintains relationships with Federal, State, local, and private entities and other strategic partners for the purpose of supporting greenhouse and humisoil efforts
- Build, formalize, and manage collaborative partnerships with a diverse range of stakeholders including local businesses, farms, seed collectors, non-profits and more.
- Draft and maintain partnership agreements, memorandums of understanding (MOUs) and work plans
- Organize and facilitate community meetings, workshops, and planning sessions.
- Promote community education around food sovereignty, Native plant cultivation, traditional foods and ecological restoration
- Conduct meetings and track partnership activities, project milestones and grant deliverables
- Assist with the coordination and documentation of the juniper biomass-to-soil project, including partner involvement, logistics and reporting.
- Maintains a library of support documents for the project
- Engage community members through outreach, surveys, meetings, and workshops.
- Perform other duties as assigned to support Tribal priorities and initiatives.

**Licenses:**

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier.

**Education and Experience:**

- An equivalent combination of education and related experience will be considered.
- Four years of demonstrated experience in partnership development, community organizing, or program coordination.
- Strong communication and relationship-building skills, with the ability to work effectively across diverse cultures and organizations
- Requires the ability to effectively communicate with elected officials, colleagues, employees, community members, state and federal agency staff members, foundations and with funding source representatives through written, oral and face to face interactions.
- Requires the ability to work under pressure and respond to deadlines.
- Requires knowledge of Federal, State, local, and private funding sources.
- Ability and willingness to travel within the four-county region
- Excellent written and verbal communication skills, including experience in community engagement and report preparation.
- Intermediate to expert skills required in Microsoft products.
- Experience with GIS mapping tools (ArcGIS or similar) strongly preferred.
- Experience and success in program and project development required.
- Requires demonstrated knowledge of Tribal purposes, organizations, policies and procedures.
- Requires the ability to ensure that all services are delivered in a culturally competent manner.
- Knowledge of and sensitivity to Native American culture required.

**Working Conditions:**

Work is in-person primarily within Modoc County.

**Working Environment:**

The environment involves the usual risks and stress of an office environment. May require travel to attend trainings, planning meetings, or conferences.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**Indian Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d. Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

**Knowledge of Pit River Tribe:** this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

**Other related duties as assigned:** The Pit River Tribe (PRT position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**All candidates:** Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

**Contact:**

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