



Position Title: CFAF Coordinator	Reports to: Director of SDI
Department: Sustainable Development Institute	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 25-3099	Last Updated: 6/29/2018
Home Campus: Keshena Campus	Pay Grade: 12
Grant Funded: Fully Grant Funded	Application Deadline: 2 nd posting open till filled

Position Summary: The Center for First Americans Forestlands Coordinator will develop, coordinate, administer, and evaluate programs, projects, and activities based on Native American expertise in forest management, ecology and utilization. The Coordinator will work directly with SDI staff, CMN faculty and students, and other partners to develop practical and applied programming based on this expertise in areas of education, research, outreach and technical assistance. The Coordinator will also assist with administrative support for the Center for First Americans Forestlands (CFAF). This is a grant funded position. The incumbent will be expected to help develop grants to continue to fund the position.

Position Responsibilities & Duties:

- Assists with the development of a research, education, outreach, and technical assistance agenda based on Native American expertise in forest management, ecology, and utilization.
- Assists with existing projects, programs, and plans within the Sustainable Development Institute that relate to work under the Center.
- Assists the SDI Director in the development and advancement of the Center.
- Promote the concept of forest stewardship, based on the Menominee Theoretical Model of Sustainability (MTMS).
- Collaborates with SDI staff to develop, design, and deliver sustainability messages, website, promotional, and public relations material about sustainability, the Institute, and related activities and events.
- Coordinates relationships between CMN, SDI, Menominee Tribal Enterprises, U.S. Forest Service, and other partners to promote the Center through announcements, meetings, correspondence, networking, and publications.
- Works collaboratively with U.S. Forest Service staff to develop project initiatives in support of the CMN and USFS partnership Memorandum of Understanding.
- Serves as a member of other CMN teams as assigned by the SDI Director to connect expertise with plans, messaging, and other activities.
- Designs and develops materials, workshops, and webinars for training and technical assistance based on Center research and education initiatives.
- Presents training and technical assistance to diverse audiences ranging from tribal colleges, tribal communities to federal agencies.
- Identifies and prepares new extramural grants/partnership funding opportunities (governmental, professional foundations, industry) in support of the Center agenda.
- Prepare and monitor budgets and grants; monitor, verify and reconcile expenditures of budgeted funds for projects as assigned and as appropriate.
- Supervises undergraduate and graduate level students in performing research or work on sustainability projects. Assist to recruit, interview, hire, and manage student interns.
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in an appropriate field; or an Associate's degree with five years' experience in an appropriate field. In addition, three years' experience that is directly related to the essential functions specified. Possess strong communication and interpersonal skills and have prior experience in coordinating, organizing, and implementing sustainability programs, projects, and events. Have prior experience, identifying, seeking, and preparing grant funding, and partnerships. Must have a proven work record.

Desired Qualification:

- Master's degree preferred... Preference for experience in training and educational outreach. Familiarity with sustainable forestry, higher education organizational and operational structures a plus. Experience with tribal colleges and universities, community colleges, and working with national and international indigenous peoples, groups and communities a plus.
- Knowledge of forestry, forest ecology, wood products, sustainability issues and best practices;
- Commitment to promoting forest stewardship and the intelligent use of wood;
- Strong interpersonal, political, and communication skills;
- Analytical and planning skills necessary; technical skills a plus;
- Ability to work as a project team leader and member, and independently;
- Knowledge of higher education administration and issues a plus;
- Knowledge of indigenous peoples, issues related to sustainability, and tribal colleges, a plus;
- Knowledge of indigenous peoples issues internationally, a plus;
- Ability to develop new projects within an academic setting, understanding how to modify and pilot course content;
- Skilled in problem solving, thinking analytically, and developing programs that advance an educational institution's strategic objectives and missions;
- Ability to think creatively to produce innovative program outcomes;
- Must have a valid driver's license, be eligible for, and maintain eligibility for CMN's approved driver's list.
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Reporting to this Position: Students interns/ workers

Physical Demands & Work Environment:

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Choose an item.

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Computer, forestry measurement instruments, field measurement equipment,

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift/Carry				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push / Pull				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Activities					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools				
Foot Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the expectations and physical requirements of this job description.

Print Name: _____

Date: _____

Signature

The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.