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**SAUK-SUIATTLE INDIAN TRIBE** 1.7★



## Natural Resources Field Coordinator

Darrington, WA

\$25.00 - \$32.00 Per Hour (Employer provided)

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**Job Title: FIELD COORDINATOR**

**Department: NATURAL RESOURCES**

**SUPERVISOR: NATRUAL RESOURCES DIRECTOR**

**Status: EXEMPT/SALARIED**

#### Summary

The Field Coordinator manages the Natural Resource Technician team in department collaborations with wildlife, fisheries, water quality, and climate programs to ensure completion of natural resource projects. The coordinator oversees the team's daily operations, ensuring quality data collection, safety compliance, and effective project execution.

#### Essential Duties and Responsibilities

#### Leadership and Supervision



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- Provide in-field supervision, direction, and mentoring to ensure high-quality work and professional development.
  - Set clear performance expectations, monitor progress, and hold staff accountable for meeting established standards.
  - Address performance or conduct issues in accordance with Tribal policies, including providing coaching, corrective feedback, and disciplinary action when necessary.
  - Conduct regular safety meetings, hazard assessments, and enforce compliance with all safety and environmental protocols.
  - Foster a respectful, team-oriented environment that upholds Tribal values, cultural respect, and collaboration.
  - Support staff in obtaining required certifications.

### **Project Coordination and Planning**

- Collaborate with Natural Resource program managers to develop, revise, and implement field components of natural resource projects.
- Assist in defining project goals, timelines, methods, and performance standards.
- Coordinate and schedule field activities, ensuring appropriate staffing, training, and equipment readiness.
- Identify and prepare for logistical needs such as vehicles, equipment, supplies, and permits.
- Anticipate potential obstacles to project success and recommend practical solutions.
- Coordinate with other Tribal departments, agencies, and partners to support cooperative fieldwork and resource projects.

### **Field Operations and Safety**

- Ensure all field staff follow approved scientific, safety, and cultural protocols.
- Provide ongoing field-based training on methods, data collection, equipment operation, and reporting.
- Maintain readiness of all field gear and ensure staff compliance with proper handling and storage procedures.
- Oversee vehicle, trailer, and boat operations and ensure maintenance, repairs, and safety compliance.
- Monitor worksite safety, conduct regular inspections, and promptly address hazards.
- Maintain inventory of field equipment, vehicles, and tools; ensure items are functional, calibrated, and properly stored.
- Purchase, track, and manage supplies and materials for current and future projects.
- Coordinate repairs, maintenance, and equipment replacement as needed.



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- Review and verify field data; assist with analysis and preparation of reports, maps, and visual materials.
  - Utilize GIS, mapping, and statistical tools to support project documentation and reporting.
  - Support program managers in preparing progress reports, grant deliverables, and presentations.
  - Maintain organized records of staff schedules, field logs, safety reports, and training documentation.
  - Assist with grant tracking, budgets, and procurement processes as requested.

### **Outreach and Collaboration**

- Represent the Tribe and Natural Resources Department in meetings, trainings, and community or interagency events.
- Coordinate with partner agencies, landowners, and neighboring Tribes on shared resource efforts.
- Support educational outreach, public presentations, and cultural stewardship activities with schools and community partners.
- Perform other duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree in natural resources, environmental Science, biology, or a related field preferred.
- 2 years of supervisory experience leading field crews in natural resources or environmental work required, in the Pacific Northwest region preferred.
- Water quality, fisheries, or wildlife field experience required.
- Tribal experience preferred.

### **SKILLS**

- Comfortable working outdoors in all weather conditions and in remote areas.
- Able to safely and respectfully handle live fish and animals, as well as carcasses at varying stages of decomposition.
- Proficient with Microsoft Office Suite, GPS, and GIS systems; skilled in data entry, spreadsheet management, and able to learn new software.
- Strong verbal and written communication skills, including technical reporting and collaboration with colleagues, tribal members, and the public.
- Experienced in motivating, mentoring, and supervising others; strong interpersonal and collaboration skills.
- Knowledge of field sampling methods, data management, and environmental monitoring; able to perform basic calculations accurately; skilled in problem-solving, organization, independent decision-making, and managing multiple projects simultaneously.
- Dedicated to environmental stewardship and Tribal sovereignty.



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- First Aid, CPR and Blood Pathogen Certification (or upon hire).
  - Wilderness First Aid Certification (as required or requested).
  - Electrofishing Certification (as required or requested).
  - Pesticide License (as required or requested).
  - Safe Capture/Handling Certification (as required or requested).
  - Hunter Education Certification (as required or requested).
  - Washington Boater Education Card (as required or requested).

### Conditions of Employment

- Must respect and honor the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.
- Employment is contingent upon successfully passing a background check in accordance with Tribal policy.
- Employment is contingent upon passing a pre-employment drug screening; the Sauk-Suiattle Indian Tribe maintains a drug-free workplace.

### Work Environment

This role combines leading and training staff in hands-on fieldwork and office-based tasks. Fieldwork includes hiking, climbing, lifting up to 40 pounds, and working in remote areas with exposure to extreme weather, rough terrain, wildlife, biological materials, and field equipment. Office tasks include data entry, reporting, and coordinating schedules and resources. Some evening or weekend hours may be required.

This job description is not a contract and may be revised as organizational needs evolve.

### NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.

Job Type: Full-time

Pay: \$25.00 - \$32.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Application Question(s):



- Bachelor's (Required)

Experience:

- supervising a natural resources field crew: 2 years (Required)
- wildlife/environment monitoring: 2 years (Required)

License/Certification:

- Driver's License (Required)

Ability to Commute:

- Darrington, WA 98241 (Required)

Work Location: In person

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## Pay details Darrington, WA

**\$25.00 – \$32.00**/hr

Total pay

Employer provided 

**\$28.50**

Median pay

✦ Is this pay right for me?

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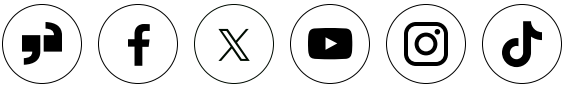
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