

Tribal Engagement Coordinator

Recruitment Announcement

Recruitment Closes: Open until filled

Start Date: Negotiable

Job Description:

The Tribal Engagement Coordinator is the statewide point of contact for PEI's outreach to and partnerships with tribal nations. The position primarily manages PEI's efforts to build respectful and trusted relationships with tribes, their members, and their staff through our Green Jobs work. The position also supports efforts to ensure tribal sovereignty, expertise, and knowledge are centered in the design, development, and delivery of high-quality PreK-12 professional learning and educational materials through PEI's [FieldSTEM programs](#). FieldSTEM helps students make balanced, well-informed decisions for just and sustainable communities and to become future leaders in the conservation and natural resource sectors. This position is in Washington State and requires travel within the state and possibly to national conferences or events.

Primary Responsibilities

- Lead work with PEI Directors to ensure tribal sovereignty, expertise, and knowledge are advocated for and centered in PEI's work to design, develop and deliver high-quality PreK-12 professional learning and educational materials.
- Represent and contribute to PEI's professional presence.
 - Be a positive ambassador of PEI.
 - Work within the mission to implement strategic plan goals.
 - Attend and contribute to statewide PEI professional learning workshops/opportunities, programs and staff meetings.
 - Generate media content for social marketing and other communication outreach efforts.
 - Prepare presentations and support documents as needed.
 - Identify and communicate strategic opportunities.
- Work with the Associate Director of Green Jobs (ADGJ) to support PEI's Green Job pathways.
 - Help design and support decisions regarding best practices, goals, and reporting for statewide green job programs.
 - Track and evaluate project accomplishments, challenges, and opportunities.
 - Align PEI's work with OSPI's and Employment Security Department's work to implement state and federal Career and Technical Education (CTE) and workforce development legislation, with an emphasis on secondary CTE work integrated learning experiences, certification, industry recognized credentials, equivalencies, and dual credit options.
 - Facilitate tribal and industry focused FieldSTEM partnerships to build pathways to green jobs and careers.
 - Learn and use Salesforce system to maintain a list of tribes and tribal organizations that can be supported by PEI's successful career connected learning programs.
 - Attend green jobs-related events, including WA-Association of Career and Technical Education (WACTE), Career Connect Washington (CCW), and industry conferences as appropriate.
 - Help design and support systems to prioritize green job program development in underserved districts and dual language programs as defined by CCW and Washington State Report Card, including partnerships with Washington Department of Children, Youth and Families.
 - Develop high-quality, career-based projects and activities in conjunction with employers that can be implemented in classrooms.
- Develop teacher professional learning and resources.
 - Collaborate with tribes, professional educators, and employers to design, develop and implement academic and industry aligned frameworks that include work integrated learning, certificates, dual credit, and other career connected learning (CCL) opportunities.
 - Coordinate and/or deliver CTE framework professional learning opportunities in collaboration with PEI consultants, community partners, and other staff.
 - Create materials and programs to attract middle and high school students to green economy jobs and demonstrate the competencies necessary to succeed.

- Support implementation of PEI's Youth Engaged in Sustainable Systems (YESS) Program
 - Partner with school districts and tribal compact schools to launch and support YESS programs.
 - Convene project partners including PEI staff, attend regular check ins with each program team, evaluate students' experiences, and complete site visits as available.
 - Collect documentation needed to process student and teacher stipends and registration.
 - Collect and review program feedback to inform decisions about future program growth.
 - Recruit and partner with YESS student ambassadors to gather student feedback and advertise program.

Desired Qualifications

- Lived experience with tribes or as a tribal member.
- Experience working with and leading adults; skilled in meeting and workshop facilitation.
- Knowledge of the multiple education and workforce systems in the state including: CTE pathways and programs, skills centers, career connected learning and workforce development.
- Experience building and maintaining relationships between tribal nations and non-tribal communities and organizations.
- Experience working with secondary students.
- Self-directed, takes initiative to accomplish goals, working both independently and as part of a team.
- Professional, positive, creative, flexible, committed to education, teachers, and students.
- Experience in and commitment to justice, equity, diversity and inclusion in education, communities, and natural resource fields.
- Up to date on current initiatives in education, e.g., Universal Design for Learning, Social Emotional Learning, Washington State Education Standards, Since Time Immemorial, Career Connect Washington, Mastery-based learning, project-based learning.
- Awareness of key green economy sectors (natural resources, renewable energy, agriculture and food systems, outdoor recreation, environmental conservation).
- Ability to provide own transportation and proof of auto insurance coverage.
- Ability and willingness to work with Microsoft Office, Google, Salesforce, and other software programs.
- Lived experience equivalent to four years of education and certifications/degrees relevant to the position.

Wages and Employment Information

This is a part-time position, 24 hours per week (.6 FTE). Wages are \$27.00 to \$29.00 per hour, depending on the successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid personal, vacation, and sick leave, health, vision, dental, retirement and life insurance benefits. Some benefits are prorated based on FTE level.

To Apply

Please apply by submitting a job application on our website at <http://bit.ly/36m5c7T> including a cover letter and resume to Gail Kramer, PEI Finance and HR Director, or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. We are committed to creating conditions where all candidates can fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role. Applications can be accepted in person with an appointment. Incomplete applications will not be considered. PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview.

About PEI:

PEI is a leader in promoting scientific literacy and civic engagement by empowering people to make balanced, well-informed decisions for just and sustainable communities. PEI supports educators by specializing in professional learning and FieldSTEM implementation. It is a process that takes students outdoors to integrate language and math skills with an understanding of complex social (cultural, economic, civic) and natural systems to: answer authentic questions through scientific inquiry, design real solutions through engineering, and resolve issues through collaborative decision making. Find more information at <https://pacificeducationinstitute.org/>.