

PALA BAND OF MISSION INDIANS

Human Resources PMB# 50 35008 Pala Temecula Rd PALA, CA 92059

JOB DESCRIPTION

Title: Tribal Energy & Climate Collaborative (TECC) Program Manager
Department/Division: Environmental Department
Status: Full-Time
Salary: \$116,480 - \$135,200
Supervisor: Environmental Director
Subordinates: None

POSITION SUMMARY:

Under general supervision of the Environmental Director (ED), the Program Manager will support development and administration of the Tribal Energy & Climate Collaborative (TECC), an initiative led by the [Pala Band of Mission Indians](#) in cooperation with the [Southern California Tribal Chairmen's Association](#) (SCTCA) and other organizations to rapidly and systematically advance climate change, clean energy, and related economic development goals of Native American Tribes in Southern California.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Program Planning and Implementation:* Develop and maintain TECC program management plan and relevant project management plan(s); manage implementation of planning objectives, tasks, and action items.
- *Engagement and Outreach Coordination:* Support outreach and engagement among SCTCA Tribes and various stakeholders (public agencies, universities, non-profits, private companies, and consultants, etc.) to establish and grow mutually beneficial working relationships; oversee development and management of TECC outreach and communication channels including website, social networks, etc.; coordinate TECC annual meetings and other events.
- *Governance Coordination:* Coordinate TECC Board meetings, document meeting outcomes, and manage implementation of resulting action items.
- *Data Collection and Management:* Collect and manage contact information, engagement data, and information about Tribal funding/assistance opportunities and service providers, as well as information and performance data related to TECC projects and activities.
- *Grant Writing and Technical Assistance:* Track and manage grant-writing and technical assistance requests from participating Tribes; coordinate and support grant-writing and other technical assistance, training, and development of capacity-building resources for Tribes; lead efforts to identify, pursue, and secure future funding for TECC; participate in meetings and training sessions with TECC funding agencies (National Science Foundation and California Strategic Growth Council) and other grant-funding agencies.
- *Administration and Reporting:* Track and manage program and project budgets, including subaward agreements and subcontracts; prepare and submit funding agency performance reports.

REQUIRED QUALIFICATIONS:

- Experience and expertise planning, managing, and implementing projects, programs, and initiatives in one or more of the following areas: climate change mitigation, adaptation, and resilience; clean energy, including buildings, transportation, and the power sector; green business planning and development; cleantech advancement; and workforce development.
- Experience and skills in collaborative engagement, coordination, and communication in multi-stakeholder, multi-disciplinary environments, in groups as well as with individual team members.
- Ability to facilitate connection and collaboration, and to catalyze a culture of cooperation and trust within and across diverse groups of people with varying needs and interests.
- The ability to diplomatically manage and creatively solve conflicts or differences.
- Organizational skills to manage a complex, innovative, and evolving program, ensuring ongoing progress in meeting objectives and keeping activities and stakeholders organized.
- Experience tracking, pursuing, and managing federal, State, and other grants.
- Education, background, or expertise in relevant areas, such as climate change or energy, environment, natural resources, Native American communities and governments, economic development, business development, public policy and administration; BA or BS and advanced degree(s) preferred but not required.

ADDITIONAL PREFERRED EXPERIENCE AND QUALIFICATIONS:

- The ideal candidate will have 3-5+ years of experience working with a Native American Tribe(s) or Tribal-serving organization(s), and will have extensive experience, skills, and expertise in areas described in the Position Overview above, and particularly in:
- Understanding of and experience with climate change vulnerability assessments and adaptation strategies.
- Understanding of and experience with clean energy needs assessments and strategic energy plans.
- Conducting and facilitating strategic planning for organizations, communities, or collaborations with the participation of diverse stakeholders.
- Advancing entrepreneurial ventures.
- Building and delivering training and technical assistance programs.
- Building social-impact networks.
- Understanding of State and federal policy and program development and rulemaking proceedings.
- Experience with reading, analyzing, and interpreting policy documents, scientific and technical journals, financial reports, and other presentations of technical or policy information.

OTHER REQUIREMENTS:

- Must acknowledge and agree to maintain a Drug-Free workplace (including marijuana) as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment.**
- **Must maintain a valid class “C” driver’s license.**
- **Background check will be required.**

- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

Submit a cover letter (no more than 3 pages), resume or CV, and three (3) professional references. Your cover letter should include the following:

1. A brief explanation of why you are ideally suited to this position
2. Highlights of your qualifications that meet the position's specific needs
3. Your salary requirements and justification

Submissions should be made to:

Pala Band of Mission Indians
Human Resources Department
Attn: Rebecca Johnson
PMB 50, 35008 Pala Temecula Road
Pala, CA 92059
Email hr@palatribe.com or rjohnson@palatribe.com

The application deadline is **December 19, 2023**.