



JOB DESCRIPTION

Job Title:	Indigenous Community Liaison
FLSA Classification:	Non-exempt (part-time 30 hours/week)
Department:	Administration
Reports to:	Executive Director
Deadline to Apply:	6/17/2022
Submit Cover Letter Resumes to:	resumes@desertmountains.org
Salary Range:	\$20-\$25/hour depending on experience

POSITION OVERVIEW

The Indigenous Community Liaison (Liaison) works with local Indigenous tribes and community groups to build and strengthen partnerships with Friends and others in the area of expanding access to resources and programming related to both environmental and Cahuilla cultural education. The Liaison will also work in partnership with the Torres Martinez Desert Cahuilla Indians (“TM” or “Tribe”) and others as appropriate to continue planning for increased access to Friends’ Desert Lakeshore property in Thermal, CA as a cultural and environmental education field site. Key to planning this project is also ensuring that culturally significant resources onsite are preserved and protected for future generations, with guidance from TM and others the Tribe trusts to advise in these matters.

The Liaison will also work closely with other FODM staff, especially those engaged in education and outreach activities, to develop culturally relevant programming and materials as it relates to indigenous culture and history, and to disseminate culturally relevant information where desired and appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Coordinate with Friends staff, board, and volunteers as well as with educators, tribes and indigenous community members to build partnerships and find common goals and objectives in line with Friends Mission and Strategic Plan.
- Meet regularly with the Cultural Committee of the Torres Martinez Desert Cahuilla Indians and other tribal members or governing bodies as needed to plan access, exhibits, programs, and any other aspect of the Desert Lakeshore project.
- Conduct outreach to TM and other tribes and indigenous community groups build partnerships toward advancing common goals
- Work with indigenous community members who may be interested in leading groups in interpretive or educational activities at Desert Lakeshore or elsewhere in partnership with FODM.
- Write progress reports and updates as needed for the Executive Director, Board, staff, Tribe, volunteers, or the public.
- Explore opportunities for funding in partnership with local tribes or other community organizations.
- Outreach to and work with CVUSD, TM, and others as appropriate to develop Cahuilla cultural education curricula for Eastern Coachella Valley Students, with the intent to include Desert Lakeshore as a field trip to complement the classroom curriculum.
- Plan, coordinate and conduct staff and volunteer training sessions as necessary related to the Desert Lakeshore project and related cultural programming/activities.
- Outreach to local community members about the project to gain their support
- Communicate via emails, phone calls, and in person, including to large groups as appropriate.
- Travel to and from the site and manage the site as necessary, including organizing volunteers and contractors, providing access as appropriate, and leading tours for tribal members and

- others as appropriate to gain support for programming, funding, etc.
- Flexibility to work evenings or weekends as necessary.

GENERAL

- Leadership – Maintain a positive, upbeat role, promote and exemplify Company values and represents departmental objectives and interests to internal and external customers
- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- Teamwork - Develop and promote teamwork and cooperation among co-workers
- Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
- Other duties as assigned.

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.

- High school diploma or equivalent.
- Spanish speaking a plus.
- Proven experience in recruitment, training and organization of volunteers.
- Outgoing and friendly with strong people skills.
- Familiarity with Coachella Valley environmental conservation/justice issues, natural sciences, indigenous cultural history, and/or public lands a plus.
- Event coordination experience.
- Excellent written and oral communication skills.
- Attention to detail and problem-solving skills.
- Strong initiative, dedication, honesty and ability to work independently.
- Proficiency in Microsoft Office (Excel, Word and Outlook).
- Ability to work in a fast-paced work environment that requires strong multitasking skills, excellent time management and self-starter mentality.
- Highly organized with a strong attention to detail and follow-up, and able to work in a team environment.
- Willingness to use personal vehicle on Friends' business; maintain a valid CA drivers' license with a good driving record.

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position*".

CONFIDENTIAL INFORMATION

This position has access to confidential information – (credit card information given to employee from customers/donors for events/fundraising, and volunteer confidential information)

COMPANY FUNDS

This position has access to company funds: (cash register funds – cash / credit / debit card information)

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Supervisor, Personnel File

PHYSICAL DEMANDS OF POSITION

Job Title: Indigenous Community Coordinator Date: _____
 How many hours are worked per day? 30 Hours per week

When completing this form, look at the job from a typical/average workday perspective.

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

List specific job duties that require the physical demands selected above: