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## **Position Announcement – Program Manager, Native American and Alaska Native Program Morris K. Udall Foundation U.S. Institute for Environmental Conflict Resolution**

The U.S. Institute for Environmental Conflict Resolution (U.S. Institute) is a program of the Morris K. Udall Foundation, a federal agency dedicated to honoring the legacy of the late Congressman Udall in consensus-building, environmental policy and Native American affairs. The U.S. Institute was created by Congress as an impartial, non-partisan service organization to assist in resolving environmental, natural resources, and public lands conflicts involving the federal government. It is located in Tucson, Arizona, and works nationally in a variety of program areas, drawing on its national referral resources. The U.S. Institute is funded by a combination of appropriations and revenues generated by its services. See [www.ecr.gov](http://www.ecr.gov) for more information on the U.S. Institute. The U.S. Institute seeks to expand its Native American and Alaska Native Program with the addition of a Program Manager.

### **POSITION DESCRIPTION**

#### **Program Manager in the Native American and Alaska Native Program**

The U.S. Institute seeks an individual with knowledge, expertise, and life experience with Native American, Alaska Native, or Native Hawaiian cultures and governments as well as experience with collaborative decision making, consensus-building, problem-solving, and conflict resolution. The successful candidate will join a current Tucson-based team of about 24 people. The successful candidate will work closely with the Senior Program Manager for the Native American and Alaska Native Program.

Initially, the successful candidate's primary responsibility will be to manage (in coordination with the Senior Program Manager) and continue the implementation of the Native Dispute Resolution Network and Skills Exchange Workshop, and to conduct Program related outreach to Tribes, Federal Agencies, States and other stakeholders. Depending on performance and expertise, it is expected that the successful candidate will ultimately take on additional responsibilities by managing environmental conflict resolution (ECR) projects where contracted neutrals are the primary service providers. S/he may also provide direct consensus building, mediation and/or facilitation services. Regular travel is a significant component of this position and availability to travel is a requirement of all program staff. The successful candidate will be expected to contribute to the U.S. Institute's annual revenue goals through program development/fund raising.

The U.S. Institute has solidified a reputation as a leader in providing expertise to other federal agencies for working productively with Tribes and Native people. The U.S. Institute leads the dispute resolution field in modeling Native and non-Native dispute resolution practitioner partnerships. The Native American and Alaska Native Program and Native Dispute Resolution Network are considered by many as the programs with the expertise to appropriately address natural and cultural resource matters involving Native communities and governments and federal agencies.

The **Native Dispute Resolution Network** (Network), established in 2004, is a resource for locating practitioners to assist with collaborative conflict resolution and planning related to a wide variety of situations involving American Indian, Alaska Native or Native Hawaiian people and environmental,

natural resource, public/trust lands, cultural property and sacred sites issues. The Network vision includes a fully implemented, self-sustaining, permanently funded and widely known referral and education resource composed of predominately Native practitioners. The member practitioners build collaborative capacity by bridging Native and non-Native practices and cultures. There are currently seventy Native and non-native members Network members. The Network includes three member-led work groups: Native Leadership, Member Recruitment/Retention, and the Skills Exchange Workshop. More information about the Network is available from:

<http://www.ecr.gov/Resources/NativeNetwork/NativeNetwork.aspx>.

The **Native Network Skills Exchange Workshop**, a regular gathering of Network members, is the primary opportunity for implementing the vision and mission of the Native Network. The workshop brings together Network members and others to share information, insights, and to continue learning about issues and processes that bridge Native and non-Native practices and cultures to resolve environmental and cultural resources disputes. The workshop is intended to be a safe environment that fosters candid dialogue and creativity. In 2009 the U.S. Institute will host the fourth Skills Exchange Workshop.

The **Native American Alaska Native (NAAN) Environmental Program** delivers consensus-building, collaborative dispute resolution and facilitation services. Services are provided by the contracted neutrals and, where appropriate, directly by the Program Manager. The NAAN program assists federal agencies, tribes, states and non-governmental stakeholders to constructively address and reduce conflict related to environmental, natural and cultural resource issues in timely and cost-efficient ways that meet the interests of all parties while supporting effective government-to-government relationships. The NAAN Program also convenes intergovernmental and intercultural dialogues to build trust, and to expand consensus-building skills between Native nations and federal agencies on priority environmental, natural and cultural resource issues.

Program staff consult and work with the Foundation's Deputy Executive Director for ECR on cases and projects, program development, and other program initiatives. Program staff also contribute to institutional initiatives like strategic planning, training, using technologies in ECR, evaluation, and national ECR policy issues.

### **Major Duties And Responsibilities**

1. Provide leadership for, and facilitation of, the Native Dispute Resolution Network, in order to fully implement the Network vision and mission. This includes facilitation of three Network member work groups (Native Leadership, Member Recruitment, Skills Exchange). Responsibilities include: member communications, outreach, member recruitment and retention, member updates, serve as liaison to Network Coordination Team, and provide referrals.
2. All aspects of the Native Network Skills Exchange Workshops including: organize, secure funding for, plan, deliver and follow up. Assistance with the administrative and logistical aspects of the workshop will be available.
3. Develop and successfully manage a case load of ECR projects that furthers the U.S. Institute's mission and the Native American Alaska Native program goals. Secure project funds to underwrite costs related to US Institute's direct services and contracted work.

4. Design and delivery of training as needed.
5. Promote ECR generally and in matters involving federal agencies and federally recognized Indian Tribes. Develop productive relationships with all affected interests in matters involving federally recognized Indian Tribes and other issue areas as assigned.
6. Provide environmental conflict resolution (ECR) services, including intake, screening, case consultation, convening of parties, managing neutral selection processes, conflict assessment (often in partnership with contracted independent neutrals), case management, facilitation/mediation, and evaluation. Assure the use of best practices and provision of high quality service.
7. Work collaboratively with other program staff and Foundation management to develop and implement U.S. Institute policies, projects and programs.

<b>EXPERIENCE REQUIREMENTS</b>
1. At least 4 years experience, preferably as a neutral, in some combination of: consensus-building, collaboration, conflict resolution, conflict management, or government-to-government consultation.
2. Knowledge, expertise, and life experience with Native American, Alaska Native, or Native Hawaiian cultures and governments.
3. College degree with background in Federal Indian law, or environmental, natural or cultural resources law, science, policy, or management. Advanced degree or 2 years of additional professional and/or intercultural experience preferred.
4. Experience working with federal agencies or tribal governments (as a neutral or in a collaborative problem-solving capacity).
5. Experience managing and leading programs, large projects, or complex events.
6. Demonstrated flexibility and ability to work independently, while also capable of working collaboratively with a team to develop and carry out an overall program.
7. Demonstrated competence in the numerous skills required of facilitators and mediators in multi-party, public sector disputes involving tribal governments.
8. Demonstrated excellence in cross-cultural communication skills, including writing, conversing, and public speaking.
9. Motivated, problem-solver capable of working independently, meeting deadlines, and balancing competing time demands.
10. Experience in fee-for-service, fundraising, or other revenue-generating positions preferred.
11. Experience designing and delivering training preferred.

**POSITION LOCATION**

**This position is located in the offices of the U. S. Institute for Environmental Conflict Resolution in Tucson, Arizona.** Tucson is a growing metropolis of 1,000,000 people in the heart of the beautiful Sonoran Desert. Arizona provides magnificent opportunities for a wide variety of outdoor recreation activities.

**SALARY RANGE: \$50,000 to \$75,000**

Where the successful candidate's salary falls within the stated range for a position depends on experience and qualifications. The successful candidate will be or will become a federal employee, eligible for federal benefits such as retirement plan and health benefits. This position is an excepted service position. Relocation expenses may be paid.

**BENEFITS:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and are covered by CSRS, you may continue in this program. You will be covered by a Basic Benefit Plan, Social Security (FICA) and a voluntary 401-k style Thrift Saving Plan (TSP). TSP allows you to make tax deferred contributions and receive matching agency funds for part of it. For additional information on TSP, see <http://www.tsp.gov/>. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized.

**APPLICANT INSTRUCTIONS**

Please submit the following:

A résumé that includes (at a minimum) complete contact information, a chronological employment summary (including your title, name and location of employer, and dates of employment), educational and other credentials, and country of citizenship.

A cover letter referencing the position you are applying for and describing your interest in this position, your availability and salary requirements.

A description of specifically how you meet each of the experience requirements.

Three references with addresses and phone numbers, to:

Olivia Montes  
U. S. Institute for Environmental Conflict Resolution  
Morris K. Udall Foundation  
130 South Scott Avenue  
Tucson, AZ 85701  
email: montes@ecr.gov  
fax: 520-901-8574

**Applications will be accepted until August 15, 2009**

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The U.S. Institute for Environmental Conflict Resolution of the Morris K. Udall Foundation is an Equal Opportunity Employer.

ALL QUALIFIED CANDIDATES WILL BE CONSIDERED REGARDLESS OF POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, MARITAL STATUS, AGE, DISABILITY, OR OTHER NON-MERIT FACTORS.