



Job Title: RTOC Coordinator

Reports to: RTOC Tribal Caucus Co-Chairs

Closes: Released 9/21/17 Open until filled

Job purpose

The RTOC Coordinator oversees all aspects of the planning, development, organization, and execution of the RTOC meetings, coordination with EPA staff, outreach to Tribes, and communication regarding the mission and work of the RTOC to Tribes within EPA Region 10.

Duties and responsibilities

1. Communications
 - Coordinate the development of, implement and carry out a strategic plan for a comprehensive communication system that enables the RTOC, EPA, and 271 Tribes within Alaska, Idaho, Oregon and Washington State (Region 10) to efficiently exchange information.
 - Develop and maintain:
 - The RTOC website using Wordpress.
 - Social Media to include Facebook, Twitter and You Tube with pertinent and timely information on a weekly basis, including information about the RTOC and its elected representatives, RTOC meeting notes and the updated Action Item Log, tribal funding and consultation opportunities, important EPA initiatives impacting Tribes, and RTOC meetings and other events.
 - An email list serve of tribal environmental professionals in Region 10 with regular updates and dissemination to RTOC representatives based on their outreach map.
 - Prepare digital and print information packets for distribution at the quarterly in-person meetings.
 - Forward announcements regarding EPA initiatives impacting Tribes, EPA opportunities for tribal consultation on rules and policies, tribal funding opportunity availability, dates of upcoming regional tribal events, and other related information to RTOC Members, the email list serv, social media and post the same to the RTOC Website.
 - Create a quarterly email newsletter containing links to the RTOC meeting minutes and updated Action Item Log, pertinent news, tribal funding and consultation opportunities, success stories, etc.
 - Provide monthly newsletter articles to EPA regarding RTOC
 - Develop and maintain various outreach materials and methods to increase the RTOC's visibility in the Region and to encourage greater tribal participation in the RTOC. These materials and methods include, but are not limited to, brochures, business cards, pamphlets, videos, and social media. Provide updates to the monthly EPA Tribal Newsletter regarding RTOC and other relevant meeting dates and locations, and other issues of significance to the RTOC.

- IT trouble shooting and problem solving for RTOC Members across multiple individual platforms and operating systems to maximize their efficiency and minimize technological barriers to communication.
2. RTOC Member Assistance
 - Arrange orientation with new RTOC members prior to the member's first RTOC meeting. Prepare and provide an orientation packet along with face-to-face training opportunities for orientation to new RTOC Members.
 - Provide a list of the tribal environmental contacts for each Member's represented area to the RTOC Members. Assist in outreach.
 3. Overseeing the Coordination of Travel Logistics
 - Responsible for travel arrangements and itineraries for Tribal Caucus Members, and collect and review reimbursement forms, in accordance with the RTOC Travel Policy and Procedures.
 4. RTOC Meeting Planning/Coordination
 - Coordinate development of RTOC Meeting Agendas.
 - Distribute and collect RTOC meeting topic forms.
 - Prepare digital and print information packets for distribution at the quarterly in-person meetings.
 - Work with RTOC members to arrange meetings times. Email meeting dates and locations to RTOC Members and EPA officials. Post the information on the RTOC Website.
 - Coordinate all aspect of meeting space and conference call logistics.
 - Take RTOC meeting minutes and prepare summary of meetings, as requested.
 - Track and maintain an attendance log for RTOC Members and staff required to attend meetings and notify Co-Chairs of Member attendance after each in-person and conference call meeting.
 5. Grant Reporting
 - Coordinate development of quarterly grant reports and final grant reporting.
 6. Strategic Planning and Evaluating Effectiveness of Operations
 - Work with the RTOC to create strategic plan for educating and engaging Tribes in Region 10 with the work of the RTOC.
 - Evaluate existing Operations Guidance document, recommend modifications to the committee, and update operational policy and procedures as needed.
 7. Contracting
 - Work with Policy Analyst to develop requests for proposal for all RTOC contractors, including website development and travel agent.
 - Ensure that contractors are provided all necessary information, regular updates.
 - Oversee performance of contractor tasks.
 8. Tribal Environmental Leaders Summit
 - Participate in Tribal Environmental Leaders Summit Subcommittee.
 - Oversee and manage TELS Coordinator.

Qualifications

Education, Skills, and Experience

- Experience in non-profit organizational operations and management of contracted staff.
- Experience in event implementation, meeting planning and communications.
- Excellent organizational and scheduling skills.
- Excellent writing and communication skills.
- Experience working with Tribes. Cultural awareness and respect.
- Experience with website management.

Must have driver's license and ability to travel up to 4-6 times a year for up to a week.

Budget Responsibilities

Manage RTOC activities within established EPA grant budget.

Team Participants

Constant collaboration and problem-solving with RTOC members, RTOC Policy Analyst, RTOC contractors, EPA officials, tribal elected officials, and experts in tribal environmental program areas.

Participate in monthly RTOC staff meetings.

Works regularly with all RTOC members and staff to:

- Contribute to short and long-term organizational planning and strategy;
- Generate innovative solutions to obstacles; and
- Be a resource to other RTOC members and staff.

Salary

Salary depend upon experience but generally between \$40-60,000

To Apply

To apply, please email cover letter, resume, and 3 references to ricke@cforjustice.org. Please "RTOC Coordinator Application" in the subject line of the email.