

## **Tribal Staff Program Director**

### **W.O.I.A. / Region 10 Tribal Operations Committee (ROTC) Consortium**

Remote (WA, OR, ID, AK) | Full-Time | Exempt

Salary: \$79,000 – \$92,000



The Region 10 Tribal Operations Committee Consortium (WOIA) is a 501(c)(3) nonprofit established in 2021 and incorporated in Washington. W.O.I.A. serves 271 federally recognized Tribes across Washington, Oregon, Idaho, and Alaska. Operating fully remotely, W.O.I.A. is governed by a Board of Tribal members or employees endorsed by their Tribes to support regional coordination and decision-making. WOIA's mission is to strengthen Tribal leadership, capacity, and coordination in environmental policy, serving as a bridge with EPA Region 10 to elevate Tribal priorities and foster collaboration that advances environmental health and self-determination.

We are seeking an experienced professional in Tribal governance and environmental capacity-building to provide strategic leadership of the Tribal Staff Program and strengthen support to Tribal environmental programs across Region 10.

### **Position Summary**

The Tribal Staff Program Director provides strategic leadership and oversight for the Tribal Staff Program and initiatives. This role is responsible for program design, quality, performance, and compliance, and ensures alignment with W.O.I.A.'s mission, grant requirements, and approved work plans including the Peer-to-Peer Tribal Environmental Assistance (TEA) Project and related Tribal Staff capacity-building efforts. The Program Director oversees program quality, compliance, staff supervision, budgeting, reporting, Tribal coordination, and external representation in collaboration with the Executive Director.

### **Essential Duties and Responsibilities**

- Provide strategic leadership, design, and oversight for assigned programs and initiatives, ensuring alignment with approved work plans, budgets, grant requirements, and organizational priorities.
- Lead implementation of the Peer-to-Peer Tribal Environmental Assistance (TEA) Program, including curriculum development, mentorship models, evaluation frameworks, and scalable service delivery systems.
- Oversee peer mentor recruitment, onboarding, agreements, scopes of work, deliverables, performance tracking, and professional development.
- Support Tribal environmental and administrative staff throughout the GAP lifecycle, including planning, implementation, monitoring, reporting, and closeout.
- Design and delivery workshops, trainings, peer-learning sessions, and one-on-one technical assistance on GAP work plans, budgeting, reporting, internal controls, and administrative systems.
- Develop and maintain program operations systems, including mentorship plans, service protocols, tracking tools, performance metrics, documentation standards, and outcome measurement processes.
- Monitor program outputs and capacity-building outcomes; prepare reports, presentations, and required documentation for the Executive Director, Board, EPA, and funding partners; ensure full compliance with cooperative agreement terms and grant requirements.
- Develop and manage program budgets; oversee financial tracking and ensure fiscal accountability within approved allocations.

- Supervise Program Managers, staff, contractors, and consultants as assigned; provide performance guidance, accountability, and professional development support.
- Conduct outreach to enroll Tribes in staff-focused programs; maintain ongoing communication with participating Tribes and peer mentors; coordinate presentations and information-sharing at RTOC meetings, TELS, and regional forums.
- Collaborate with internal leadership and contractors to ensure cohesive, efficient, and high-quality program delivery; coordinate closely with the Tribal Leadership Program Director on joint activities and integrated events to ensure aligned, non-duplicative programming.
- Represent WOIA in regional, intergovernmental, and Tribal forums as assigned to strengthen partnerships and advance Tribal environmental capacity-building priorities.

### **Minimum & Preferred Qualifications**

- 8+ years of experience leading nonprofit, Tribal, or technical assistance programs.
- Bachelor's degree preferred; equivalent professional experience considered.
- Demonstrated experience with grant-funded programs, including budgeting, reporting, and compliance.
- Experience supervising staff and managing contractors.
- Demonstrated experience working respectfully with Tribal governments or Tribal organizations; Tribal preference may apply.

### **Knowledge, Skills, and Abilities**

- Strong leadership, strategic planning, and organizational management skills.
- Ability to manage complex, multi-entity programs and relationships.
- Strong communication, facilitation, and stakeholder engagement skills.
- Understanding of Tribal sovereignty and experience working with Tribal governments.
- Ability to work independently and collaboratively in a remote environment.

### **Benefits**

Employer-paid health coverage, 401(k) match, 112–200 hours PTO, 10 paid holidays, life and disability coverage, and professional development support.

### **Additional Information**

- At W.O.I.A. we recognize that diverse lived experiences, cultural perspectives, and professional backgrounds strengthen our work in service to Tribal communities. If you do not meet every qualification listed, we encourage you to share how your knowledge, skills and experiences would contribute meaningfully to our organization and the Tribes we serve.
- Grant-funded position contingent upon continued funding.
- W.O.I.A. is an equal opportunity employer with zero tolerance for workplace harassment.

### **How to Apply**

Please submit a complete application package, including:

- Cover letter (1 page maximum) addressing your interest in the role, alignment with W.O.I.A.'s mission, experience working with Tribal governments and/or Tribal environmental programs, federal grant management experience, and how your work has strengthened Tribal capacity.
- Resume
- Completed W.O.I.A. Employment Application

Email all materials to: [oxcenia@region10rtoc.net](mailto:oxcenia@region10rtoc.net)