

**Tribal Staff Program Specialist**  
**W.O.I.A. / Region 10 Tribal Operations Committee (ROTC) Consortium**  
Remote (WA, OR, ID, AK) | Full-Time | Non-Exempt  
Salary: \$58,000 - \$72,00 (DOE)



The Region 10 Tribal Operations Committee Consortium (W.O.I.A.) 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. W.O.I.A.'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 a skilled and organized professional with experience in Tribal governance and environmental capacity building to support implementation of the Tribal Staff program and enhance technical assistance to Tribal environmental programs across Region 10.

### **Position Summary**

The Program Specialist supports the planning, implementation, and evaluation of assigned Tribal Staff programs, including the Peer-to-Peer Technical Environmental Assistance (TEA) project. This role provides technical assistance, coordinates program activities, tracks data, and works with staff, mentors and participants to ensure effective, high-quality program delivery.

### **Core Responsibilities**

- Support implementation of assigned Tribal Staff programs, including the Peer-to-Peer TEA Project, ensuring alignment with approved work plans, budgets, and grant requirements.
- Provide technical assistance and guidance to Tribal staff, peer mentors, contractors, and participants, including one-on-one support and group learning opportunities.
- Assist with curriculum development, mentorship models, and program evaluation frameworks for staff-focused capacity-building programs.
- Track program outputs, participation, and outcomes; maintain accurate program documentation and prepare reports and presentations for the Program Director, Executive Director, and other partners as needed.
- Coordinate and support workshops, trainings, peer-learning activities, and other events to enhance Tribal staff skills and capacity.
- Maintain clear and ongoing communication with Tribal staff, peer mentors, contractors, and partners to ensure high-quality program delivery.
- Contribute to continuous improvement and scalability of staff-focused programs by providing feedback and recommendations to the Tribal Staff Program Director.
- Support program planning, evaluation, and documentation processes as assigned, including identifying opportunities for enhanced program delivery.
- Assist with outreach, participant engagement, and communications for staff-focused programs.

### **Qualifications**

- Experience working respectfully with Tribal governments or Tribal consortia; Tribal preference may apply.
- Associates degree preferred but not required; equivalent professional experience considered.
- Experience with program operations, data tracking, reporting, and documentation.

- Familiarity with coordinating events, trainings, or workshops preferred.
- Demonstrated ability to engage respectfully with diverse stakeholders, including Tribal governments or organizations.

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

- Respectful engagement with Tribal governments and understanding of Tribal sovereignty.
- Strong organizational, communication, and interpersonal skills.
- Ability to track, analyze, and report program data.
- Experience supporting events, trainings, and logistical coordination.
- 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)