

CA Public Domain Allottee Association (CAPDAA): Outreach Manager

CAPDAA DESCRIPTION:

A federal tax-exempt non-profit incorporated in 2018 to protect and advance the interests of public domain allottees and to educate the public about their needs. A five-member Indigenous Board of Directors controls CAPDAA. In specific, CAPDAA works to sustain and protect the aboriginal land base in California as represented in public domain allotments. CAPDAA does this through community education about the history of public domain allotments, the rights of allotment stakeholders, and the fiduciary obligations of the United States. CAPDAA is also committed to the protection of natural resource habitats for traditional uses consistent with traditional Native practices, especially against encroaching development, fire risk, and climate change.

POSITION DESCRIPTION:

CAPDAA seeks to fill a part-time (50%) project staff position focused on fulfilling the terms for our climate change grant, awarded through the UC system, that addresses climate change resilience and public domain allotment lands. This will be a two year contract. Tasks for this staff member will include:

- Building a CAPDAA website which will house information on the CAPDAA- UC Davis allotment climate project.
- Conducting regular outreach to allottees on the project to share emerging data and opportunities.
- Working with allottees to obtain permissions to conduct natural resources inventories and possible demonstration & monitoring on allotments.
- Encouraging allottee participation in workshops.
- Planning, organizing, and leading the annual allotment climate conference.
- Attend monthly meetings, and to check-in weekly with senior supervisors.

KNOWLEDGE & SKILLS

- Bachelors degree or equivalent work experience
- Lived experience and/or professional experience working with or in Tribal communities.
- Experience planning professional events (ie workshops and conferences)
- Website content design experience
- Networking skills and ability to maintain relationships
- Strong attention to detail and excellent organizational skills
- Ability to interact with various community and professional agencies and develop an understanding of available resources
- High levels of discretion, sensitivity, and good judgement
- Self-motivated with ability to operate independently and ability to work collaboratively as a team member.

- The candidate should have remote working skills including the use of Zoom, Google Drive, box, etc

LOCATION

Day to day work will be remote but there will be required attendance at workshops, conferences and meetings as directed. These meetings, workshops, and conferences may be outside of normal office hours and may require travel.

SALARY

Competitive salary starting with room to advance at \$50,000-\$60,000. Hiring salary depends on experience and desired qualifications within the salary range levels.

TO APPLY: Submit a cover letter and resume to publicdomainallotments@ucdavis.edu. Please also include the contact information for two references. All materials should be received by February 9, 2024 to receive full consideration.