



## **Senior Program Officer, Tribal and Indigenous Partnerships Climate and Community Resilience (CORE) Hub**

### **JOB DESCRIPTION**

**January 2026**

Location:	Bayside or Crescent City, CA; with routine remote and hybrid work structures
Team:	Climate & Community Resilience Hub - Program, & Community Partnerships
Reports To:	Executive in Residence, Climate & Community Resilience Hub
Time Commitment:	40 hours/week, Monday-Friday, 8:30a-5:00p, occasional weekends and evenings as needed
Status; Level:	Regular, Exempt; Senior Program Officer
Wage Range:	\$71,000 - \$79,200 annually depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$88,000 annually expected on or after 1 year of tenure.

### **About Humboldt Area Foundation + Wild Rivers Community Foundation**

Humboldt Area Foundation + Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the unceded lands of many Indigenous peoples and 18 Indigenous Tribal Groups. We acknowledge and recognize these Peoples and the federally and non-federally recognized nations that represent them. The Northern California and Southern Oregon region is made up of 200,000 residents in over 10,000 square miles of land and while culturally and environmentally rich, this region continues to be economically disadvantaged. Founded in 1972, HAF+WRCF strives to play a unique role, encouraging individuals, organizations, and companies to fund important community activities in support of common goals.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes services such as philanthropic advisory and charitable giving services, grantmaking, scholarships, and local loans and investments. The Foundation also deploys strategic programmatic tools such as capacity building and technical assistance, advocacy and policy work, networking and convening, leveraging fundings resources and partnerships, and managing programs and initiatives.

### **About Redwood Region Climate and Community Resilience Hub (CORE Hub)**

The CORE Hub formed in 2021 to help transition the Redwood Region's built and natural systems to address the climate crisis through decarbonization and mitigation as well as adaptive and resilient solutions. To do this important work, the CORE Hub supports deep community engagement, expert technical assistance, and centers equity by ensuring benefits accrue to underrepresented and marginalized communities first and to the greatest extent. The CORE Hub team braids HAF organizational

resources—from grant making to community engagement, policy advocacy, network building, to technical assistance—to ensure the greatest impact and progress toward the CORE Hub and HAF goals.

The CORE Hub is implementing the following priorities to build regional climate and community resilience with an emphasis on racial equity and justice:

### **Tribal Climate Resilience Network**

The CORE Hub believes that there is no greater power to deal with climate challenges of our time than Indigenous knowledge and has committed to make its greatest investments in supporting Tribal communities and Tribal Nations. To that end, the CORE Hub launched the Tribal Climate Resilience Network (TCRN). TCRN convenes and supports Tribal Nations along the North Coast aligned in their collective interest to advance climate action, energy sovereignty, and resilient ecosystems. This strategy was created as a result of leadership interests of Tribes in Humboldt and Del Norte on the need for more capacity, flexible funding, and knowledge sharing and learning to advance their climate resilience projects, increase access to public and private funding, and engage with offshore wind development efforts that are appropriate for Tribal interests. The TCRN activities are co-designed with Tribal Nations.

TCRN's current priority areas include:

1. Climate Action: Advancing decarbonization and reducing greenhouse gas emissions to mitigate the worst effects of the climate crisis.
2. Climate Resilience: Preparing and adapting to the most severe climate impacts.
3. Capacity Building: Expanding Tribal capacity to design, implement, and influence large-scale climate and energy efforts.
4. Knowledge & Education: Deepening climate literacy to guide informed, effective action.

Through TCRN, CORE Hub provides the following support:

- Grantmaking: Flexible, multi-year funding that supports Tribal climate planning, project development, and implementation.
- Technical Assistance: Delivering expert, coordinated support for shared Tribal climate goals.
- Convening: Resourcing partners to share knowledge and participate in regional learning.
- Policy Advocacy: Supporting Tribal leadership in regional, statewide, and national decision-making.

### **Renewable Energy Development and a Healthy Regional Ecosystem**

Another CORE Hub priority is community education, technical support, policy advocacy, and industry benefits negotiation around offshore wind energy industry cluster (offshore wind areas, port, transmission/grid and related activities – supply chain, workforce, environmental protection, etc.). Vitally important to the CORE Hub is to ensure that if the region hosts this large-scale offshore wind industry cluster it is done with the community and Tribal Nations leadership, and in a manner that is safe, includes community-designed protections and mitigations, provides healthy regional benefits particularly to marginalized communities, and does not repeat patterns of past resource extracting industries. The CORE Hub is also working to ensure public infrastructure investments are prioritized for the region to support related onshore energy transition such as grid upgrades and transmission, development of a zero-carbon emission port and adjacent cluster of infrastructure and development systems. To this end, the CORE Hub provides the following support: (1) convening, facilitating and resourcing the North Coast Offshore Wind Community Benefit Network; (2) outreach and advocacy efforts at the state and regional level; (3) engagement with offshore wind cluster developers around community priorities and (4) providing technical, policy, convening, and grant support for TCRN's tribal partners engaged in the process.

### **Job Description Summary**

The CORE Hub Senior Program Officer for Tribal and Indigenous Partnerships leads implementation of all CORE Hub's initiatives in service to Tribal Nations and Native American communities with strong support

from and collaboration with other CORE Hub/HAF team members and partners. This professional will be an enthusiastic supporter of our region's Native American climate and ecological leaders, motivated to address, mitigate, and find regionally appropriate solutions to the climate crisis, and excited about opportunities to advance indigenous knowledge and practices. The Senior Program Officer will be comfortable wearing many hats including as a convener, educator, communicator, policy advocate, and grant maker. The Senior Program Officer will manage the Tribal Climate Resilience Network and provide technical assistance to Tribal Nations around climate and clean energy priorities. Additionally, the Senior Program Officer will facilitate and grow current and future partnerships with Tribal Nations and Tribal communities on behalf of the CORE Hub and for CORE Hub initiatives as the program evolves.

### **Job Duties and Essential Functions**

Co-development, management and implementation of initiatives, programs and projects that support CORE Hub's partnerships with Tribal Nations and indigenous leaders in the region. Collaborating across those partnerships to ensure benefits, resources, and support accrues with priority to Native American communities; while also elevating appropriate opportunities to share knowledge, ideas, success stories to further Tribal leadership of our region.

As the main priority, lead, manage, and organize implementation of the Tribal Climate Resilience Network (TCRN) program including:

- Serve as a lead contact for Tribal representatives participating in TCRN.
- Identification of Tribal climate resilience priorities. Engage with Tribal representatives to understand their climate priorities and initiatives for the purposes of peer-to-peer learning, coordination and collaboration with TCRN and to surface shared technical assistance needs, including policy advocacy needs. Based on this input, work with Tribal representatives to co-design the work and related content for the network. Lead this work with support from other CORE Hub/HAF team members. Help identify consultant needs for successful delivery of this work and co-manage consultants.
- Ongoing learning and further development of expertise on climate catastrophe, decarbonization, resilience and Tribal interests and leadership.
- Design and implementation of TCRN convenings. Lead engagement with Tribal representatives to co-design in-person TCRN convenings to meet common Tribal Nations' needs. Determine content, resources, consultant needs and work with consultants and CORE Hub/HAF support staff as necessary to design and deliver the convenings.
- Promote inter-network connection, learning and collaboration where appropriate. Elevate opportunities for funding, resource support, and highlight the work of TCRN externally where appropriate.
- Design and conduct annual learning interviews. In lieu of an annual grant progress report, lead annual learning interviews with Tribal representatives to capture insights and recommendations for TCRN improvement to meet Tribal needs. Synthesize for field building in various formats.
- Manage creation of appropriate communications materials and external resources to promote external investment, where sought.

### **Offshore Wind Advocacy, Convening, and Technical Support**

- Facilitate, manage, and maintain ongoing learning about the context of offshore wind and how it relates to Tribal interests.
- Ensure TCRN remains informed about ongoing policy, technical activities in the OSW cluster and assess potential advocacy opportunities.
- Convene TCRN as needed around priorities and related efforts and engagement in the OSW cluster.
- As needed, outline, help draft, and edit advocacy letters focused on policy priorities and collaborate with partners and consultants.

#### Grantmaking, Grants Management and Resource Deployment

- Collaborate and partner with CORE Hub staff and Grantmaking Team to implement effective and equitable grantmaking.
- Manage CORE Hub grants to Tribal Nations and Tribal communities and relationships with individual grantees. This includes actively leading and participating in collaborative meetings, partner organization-led events, and grantee activities as appropriate. Coordinate relationships in conjunction with the broader Strategy and Community Solutions team, and other foundation staff such as policy and communications.
- Provide communication and reporting on current grantees with a focus on accountability and learning.
- Bring timely information and critical analysis to the CORE Hub and the Foundation to aid in calibration of immediate needs and long-term approach for strategy.

#### Community Engagement and Knowledge Building

- Manage engagement processes and conduct community outreach and relationship building with focus on Tribal Nations and Tribal communities on a continuous basis, connecting the CORE Hub to specific climate adaptation and mitigation on-the-ground needs across the 4-county region.
- Maintain community relationships, professionally representing the CORE Hub/HAF+WRCF in public settings.
- Document and disseminate clear and approachable information from meetings, events, and group activities in a timely way.
- Help promote and amplify knowledge exchange among communities, reducing barriers and supporting the flow of ideas, practices and our region's indigenous leadership.
- Synthesize insights for advisory committees, policymakers, partners, and other audiences as appropriate to support field building.

#### Collaboration and Communication

- Collaborate closely with communications staff to develop strategies to promote success, learning, partnership opportunities, and active engagement including recommendations for social media, publications, and news outlets.
- Effectively communicate priorities and resources available to the communities the CORE Hub serves and aid in navigating processes and systems, reducing barriers when needed.
- Represent CORE Hub and participate in conferences, workshops, briefings and other professional development opportunities to remain current on issues.
- Collaborate with Advancement and Philanthropic Innovation Team on fundraising efforts including creating funder briefings, meeting with funders and donors, and inform development of grant proposals and related reports including program content, community information and data, creating outcomes and indicators, and ensuring ability to share out on deliverables.
- Collaborate and coordinate with HAF cross-functional teams - including Marketing and Communications and Strategy & Development - to ensure alignment on strategy, communications, and work plan activities.
- Identify key requirements and resources needed from cross-functional teams and external partners; obtain resources as identified.
- Participate in all staff meetings, activities and trainings.
- Contribute to CORE Hub strategic plan.
- Other duties as assigned.

#### Minimum Qualifications

The position requires the knowledge, abilities, skills and personal attributes listed below:

- Lived experience in Tribal communities in the foundation's four county service region.
- B.A./B.S. degree and four years of experience one or more of the following areas: climate action, energy sustainability, indigenous or Native American studies, environmental science, community development, public education, community organizing, regional resilience, communications, philanthropy, or related subject areas and related programs or projects.
- Excellent research and writing skills.
- Experience working with Tribal Nations and in indigenous communities.
- Experience understanding and communicating about the climate crisis and its impacts, decarbonization and climate adaptation solutions, traditional ecological knowledge, and environmental justice policies.
- Experience co-designing programs and strategies in partnership with community, through listening and engagement.
- Knowledge of the region (Northern California/Southern Oregon).
- Experience with community network building and relationship cultivation.
- Handles interactions with creativity, kindness, and diplomacy.
- Has access to stable, alternative transportation or the ability to be covered under HAF's auto insurance in order to work on site and attend meetings and events across HAF+WRCF's service region.

#### **General Expectations**

- Maintains confidentiality and protects sensitive information in accordance with organizational standards and cultural protocols.
- Strong written and verbal communication skills including, social media savvy, public speaking experience, and business correspondence etiquette.
- Effective and efficient time management skills and techniques for work in a fast-paced environment where it is important to prioritize and organize workloads to meet multiple duties and deadlines.
- Ability to work independently as well as part of a team; takes initiative and forwards ideas, asks questions when necessary, and collaborates in problem-solving.
- Ability to research, interpret, and analyze a variety of information sources, including technical information.
- Demonstrated ability to receive and incorporate feedback and direction effectively.

#### **Preferred Qualifications**

- More than 5 years' experience in tribal communities, decarbonization, and/or climate resilience.
- Experience as an effective convener and facilitator.
- Experience with or interest in tribal, state, and federal climate policies
- Applicable bilingual proficiency including California Indigenous languages
- Experience managing and/or supervising consultants and support staff
- Experience with grantmaking and/or grantwriting and/or as a grant recipient

#### **Physical & Mental Requirements of the Job**

Work is primarily performed in community, from home, and in formal office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 20 pounds.

*Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical*

*condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.*

*Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to "promote and encourage generosity, leadership, and inclusion to strengthen our communities" and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.*

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Employee's Signature

Date: \_\_\_\_\_

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Supervisor's Signature

Date: \_\_\_\_\_