

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



**Penobscot Nation
Human Resources**
12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

JOB ANNOUNCEMENT

Opening Date: April 14, 2025

Closing Date: April 25, 2025

Position: Natural Resources Land Return/Outreach Coordinator

Department: Natural Resources

Reports To: Director of Natural Resources

Pay Range: \$20.49 - \$35.53

Status/Term: Full-time, Grant Specific, 1-Year

Location: 27 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a passionate and motivated individual to serve as the Natural Resources Land Return/Outreach Coordinator within the Department of Natural Resources. This position plays a key role in supporting the Nation's ongoing efforts in land return, ecosystem restoration, and community engagement.

The Outreach Coordinator will work under the guidance of the Director of Natural Resources to lead and implement outreach and education initiatives with both internal and external partners. Responsibilities include collaborating with program managers and the Fisheries Outreach Coordinator to design, manage, and maintain content for social media platforms and press releases, as well as planning and executing public meetings. The Outreach Coordinator will also develop and manage surveys and databases to better understand and incorporate the thoughts,

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



**Penobscot Nation
Human Resources**
12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

needs, and aspirations of both the Tribal community and external partners, particularly in relation to fisheries and ecosystem restoration projects.

Additionally, the Outreach Coordinator will assist the Director in advancing land return goals by identifying and networking with potential funding sources, supporting strategic initiatives that align with the Penobscot Nation's vision of environmental stewardship and sovereignty.

Qualifications Required:

Minimum of a bachelor's degree in anthropology, political science, biology, or a related field required. However, an equivalent combination of education and experience that demonstrates ability and professional knowledge will be considered. Experience in the design and execution of internal and external outreach, education, and communication programs, to include digital outreach and social media required. Excellent interpersonal, verbal, and written communications skills along are desired, along with self-direction, organization, motivation, and attention to detail. Computer proficiency including data analysis and database management is preferred. Insurable State of Maine Driver's License required. Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

- A proven record of outreach and education with partners and communities.
- Education and experience in the social science of conducting and synthesizing outreach for community-based projects and initiatives.
- Ability to design, create and maintain social media pages, press releases, and physical outreach products
- Experience in creating and managing public outreach events and meetings
- Experience with mission-driven outreach to new audiences.
- Experience planning and executing public-facing events.
- Excellent teamwork and collaboration.
- Experience with graphic design and design software a plus
- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
- Solid knowledge of word processing, database management and spreadsheet software.
- Strong organizational skills and attention to detail.
- Basic knowledge of project management principles and marketing concepts.
- Understanding of and experience with conservation and natural resource management.

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



**Penobscot Nation
Human Resources**
12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

Essential Duties/Responsibilities:

- Conduct internal and external outreach and education for stream and ecosystem restoration projects within what is now known as Maine.
- Design, manage, and execute public outreach events on behalf of the Penobscot Indian Nation's Department of Natural Resources.
- Collect, organize and review data to inform decisions by the director of natural resources and program managers.
- Attend and/or coordinate presence at public events around Maine on behalf of Penobscot Nation's Department of Natural Resources to inform the public about our work and/or show support for the communities and partners we work with.
- Curate engagement and volunteer opportunities – from the Tribe as well as other organizations around Maine – and connect potential volunteers to those opportunities in order to build a supportive community around good forestry, water quality monitoring, wildlife studies and ecosystem restoration.
- Deliver presentations to the public, including Tribal and non-tribal young people, about the department of natural resources work. This could include outdoor experiences, classrooms visits, and other opportunities.
- Work with the Director of Natural Resources to design, build and update social media pages for the Program.
- Communicate effectively with tribal, agency, and NGO representatives.
- Research grant opportunities to expand and support the department of natural resources and work with the director of natural resources and program managers to draft proposals, execute tasks, and produce reports.
- Interact harmoniously and effectively with others to attain Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other related tasks, as requested.

Physical Demands/Conditions/Requirements:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, climb, pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be physically fit and able to withstand various weather

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



**Penobscot Nation
Human Resources**
12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

conditions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work is primarily performed in an indoor setting, but outdoor settings and exposure to adverse weather conditions will be common.

How to Apply:

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at www.penobscotnation.org.
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to Human.Resources@penobscotnation.org.
- - For additional information, call (207) 817-7306 or email Human.Resources@penobscotnation.org.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation, to be determined by management on an individual basis upon request.