



AIANTA
American Indian
Alaska Native
Tourism Association

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Position Title: Public Lands Partnership Coordinator
Classification: Exempt
Salary Range: \$60,000 - \$67,000 DOE
Supervisor: Executive Director
Description Updated: 1/21/13

Position Summary:

Public Lands Partnership Coordinator to manage and grow dynamic network of partners in support of tribal tourism related to America's public lands. Tribal cultures, histories, languages and stories underlie all of America's special places, public lands, national parks, monuments, rivers, landscapes, farmlands, cities, communities and tourist attractions. The AIANTA Public Lands Partnership Program exists to create and sustain perpetual and mutually beneficial working relationships and collaborations that:

- Support culturally and environmentally sustainable tourism
- Contribute to America's economic prosperity, especially for tribes
- Create tourism, recreation, interpretation and public lands jobs in Indian Country

Current and Anticipated Public Lands Partners and Programs include:

- National Park Service (NPS)
- Bureau of Land Management (BLM)
- USDA Forest Service (USFS)
- U.S. Fish and Wildlife Service (USFWS)
- Bureau of Reclamation (BOR)
- Bureau of Indian Affairs (BIA)
- Federal Interagency Council on Outdoor Recreation (FICOR)
- America's Great Outdoors Initiative
- Park Partners
- National Park Hospitality Association (NPHA)
- National Parks and Conservation Association (NPCA)
- National Geographic Society

AIANTA Public Lands Partnership Team includes:

- Public Lands Consultant
- Public Lands Partnership Coordinator
- BIA Cooperative Agreement Officer
- Executive Director
- Board of Directors Executive Committee
- Coordination with AIANTA membership, marketing and public affairs staff and consultants

Work Relationships and Scope:

The Public Lands Partnership Coordinator is a senior staff member, who consults with Public Lands Consultant hired by Aianta Executive Director, reports to the Executive Director and the BIA Cooperative Agreement Officer. Maintains regular contact with Tribal organizations, maintains ongoing contact with federal and state agencies for the purpose of fostering positive relations and understanding current tourism issues.

Aianta Public Lands Partnership Coordinator Duties:

The list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

- Manages nurtures, expands and maximizes all Aianta partnerships with public lands agencies and outdoors recreation organizations.
- Works in tandem with BIA Cooperative Agreement (CA) Officer; provides counsel as needed for CA Officer's participation on the President's Task Force on Travel and Competitiveness.
- Coordinates with Aianta marketing, media and public affairs staff to promote partnership efforts. Communicates and coordinates with all other Aianta program managers.
- Participates in relevant conferences and teleconferences of partners.
- Contacts and cultivates potential new public lands agency and organization partners.
- Works closely with partners to accomplish existing goals and create new mutually beneficial programs and projects.
- Manages completion of Aianta commitment to tribal inclusion in the Civil War Sesquicentennial (CW150).
- Coordinates Aianta planning for and participation in the National Park Service Centennial commemoration of 2016; serves as Aianta liaison to NPS Centennial.
- Advocates for greater tourism/interpretation collaboration and better working relationships between tribal nations and the National Park Service in the agency's second century; especially advocates for NPS incorporation of recommendations in Aianta's "Response to NPS Call to Action for the Second Century."
- Serves as Aianta liaison to partnership between NPS and tribal colleges and universities for development of interpretation and tourism curricula that educates tribal youth for NPS and NPS hospitality careers.
- Serves as Aianta contact for tribes wishing to grow or establish public lands tourism/recreation businesses and improve relationships with public lands agencies.
- Attends Aianta's annual American Indian Tourism Conference and helps develop public lands tourism/outdoor recreation related sessions.
- Writes articles, news releases, informational briefs, web pages, etc. regarding Aianta public lands partnerships and partnership programs.
- Gives public speeches and presentations about Aianta Partnerships Program.
- Supervises creation and maintenance of database of public lands/outdoor recreation partners and potential partners.
- Advises public lands agencies and outdoor recreation groups seeking Native speakers, writers, cultural historians.
- Develops annual public lands partnership budget with executive director, BIA CA Officer and Aianta finance committee.
- Monitors annual public lands partnership budget.
- Helps solicit funds from public lands agencies and other funding sources for partnership projects.

- Submits written monthly updates to AIANTA board of directors, executive director, staff, consultants and BIA Cooperative Agreement Officer.
- Performs additional duties as necessary.

Qualifications and Requirements:

- Bachelor's degree in Native American studies, cultural anthropology, public lands management, American history, interpretation – or equivalent senior level experience
- Strong acumen for issues and opportunities related to all public lands partnerships
- Strong acumen for media outreach
- Strong, outgoing people skills and effective, efficient networking capabilities
- Demonstrates excellent management and supervisory skills and experience
- Public speaking experience, poise and effectiveness
- Exceptional writing and communication skills
- Exceptional organizational and coordination skills
- Proficiency in Microsoft software especially Word and PowerPoint,
- Thorough understanding of non-profit professional standards
- Knowledge of database management
- Budget management
- Strong work ethic
- Strong sense of initiative

Knowledge, Skills and Abilities:

- Knowledge of American Indian Alaska Native Tourism Association's mission and goals.
- Outstanding writing, oral and interpersonal skills.
- Clear vision of tribal tourism as driver of authentic, sustainable economic development and jobs creation
- Thorough knowledge of Native cultures, histories, economic issues
- Ability to develop relationships with media and pitch stories, articles and photos.
- Ability to work independently and in teams. Highly motivated, team player, self-starter.
- Ability to work under pressure, multi-task, and meet deadlines.
- Ability to establish and maintain working relationships with individuals across a wide range of media, organizations, social and cultural backgrounds
- Excellent organizational skills and keen attention to detail.
- Ability to utilize website and social media effectively
- Professional demeanor
- Ability to work independently and under pressure
- Solid judgment and ability to make decisions
- Creativity
- Fundraising skills

- Ability to bring together diverse cultures and organizations
- Ability to lead an effective, cohesive team

Measures of Performance:

- Specific quantitative measures as established with the Executive Director in the first quarter after beginning the job.
- Support for the mission of AIANTA and demonstration of a basic understanding of tribal customs, traditions, values and beliefs.
- Quality, accuracy, timeliness, reliability and thoroughness of the work carried out under duties and responsibilities of the job description.
- Communicates effectively and develops excellent working relationships with AIANTA staff, consultants, advisors, partners and Board of Directors.
- Responsiveness to the needs of the membership and the media; soundness of decisions and interactions.
- Attitude, approach, professionalism, commitment and loyalty to the Association; maintenance of highly confidential business and financial information.

Work Conditions:

Work is performed in an office environment with little chance for personal injury. Deadline pressure is an integral part of the job. Position requires frequent mental and visual concentration for computer usage and reading/assimilating of computer information. Position will require bending and lifting up to 15-50 pounds. For full time position work hours are generally during normal business hours and average 40 hours per week. There will be some variation in work hours due to special projects, deadlines and other concerns. Position requires travel for the purpose of attending meetings, conferences and speaking engagements and partnership development.

Equipment Operated:

Incumbent utilizes a PC and computer printer for word processing, spreadsheets, desktop publishing, email Internet/Intranet access, and other specific applications. Incumbent utilizes a keyboard telephone, fax office copier, cell phone and other general office equipment. Incumbent operates a digital camera and edits photos for publication.

Please submit resume including salary history and two references no later than 5:00 p.m. MST, February 15, 2013 to:

AIANTA
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Or electronically at sbowman@ainta.org