

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Whaling Coordinator**

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**EXEMPT: No**

**TARGET SALARY: \$30.05 to 33.71/DOQ**

**PROGRAM: MTC**

**REPORTS TO: Chief of Staff**

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**JOB CODE: N/A**

**SHIFT: 32/hr week 8-5**

**LOCATION:**

**SUMMARY:** This position reports directly to the Makah Tribal Council Chief of Staff and is responsible for the administration and coordination of whaling activities, including security planning, documentation of whaler training certifications, authenticating Makah artwork and maintaining a database of artwork made from whale products, investigations and reporting, and serving as a key liaison between the Commission and internal/external stakeholders.

**Essential duties and responsibilities:** Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Oversee the day-to-day administration of Makah whaling activities with input from the Makah Whaling Commission (MWC), ensuring that all activities comply with the Makah Whaling Ordinance and applicable regulations.

Ensure regulations and policies related to whaling are followed, including monitoring approaches, unsuccessful harpoon attempts, strikes, and catch limits to ensure limits are not exceeded; harvest seasons; and reporting requirements. Position will report to the appropriate authorities if/when policies are not followed.

Maintain accurate records of all whaling training activities and submit required reports to Makah Fisheries Management and regulatory agencies.

Monitor whaler training activities and certification components of training. Maintain a database of training activities completed for each individual interested in whaling.

Develop and maintain a process for marking, authenticating, and performing record keeping for artwork made from whale parts.

Develop and implement policies and procedures that promote transparency and accountability for Makah whaling.

Coordinate with Neah Bay Public Safety and the General Manager's Office to develop and implement comprehensive security plans for all whaling activities, including on-the-water operations and land-based support.

Coordinate with local, state and federal law enforcement agencies to ensure the safety of the whaling crews and the protection of marine resources.

Ensure whaling crew members have safety procedures and emergency protocols.

Ensure that whaling equipment to be used on hunts are well maintained and in serviceable condition for a hunt and for processing landed whales.

Conduct regular reviews on all aspects of the management and implementation of Makah whale hunts and advise the Makah Tribal Council on possible improvements.

Serve as the primary point of contact for the Makah Tribal Council with the MWC and with external stakeholders, including regional Indian organizations, government agencies and advise the Makah Tribal Council on potential impacts.

Build and maintain positive relationships with external partners through effective communication, collaboration, and negotiation.

Be the lead staff member for processing and coordination of whaling permits, including preparation of required documentation and communicating with federal agencies.

Organize and maintain whaling-related supplies, equipment, and gear; coordinate procurement in collaboration with designated Tribal departments. Maintain whaling equipment owned by the Makah Tribe and keep record of when and to whom equipment is loaned and when it is returned.

Support the development and implementation of education and outreach materials related to Makah whaling traditions, regulations, and conservation practices.

Coordinate logistics for whaling events, meetings, and training, including crew readiness assessments, workshops, and emergency response drills.

Serve as a record keeper for the MWC, including meeting minutes, crew rosters, and training certifications.

Track and help manage the whaling program budget in coordination with MTC finance staff.

## **QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year College or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional

journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Applicants must have a valid Washington State driver's license and be insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued, will be conducted upon hire.

#### **OTHER SKILLS AND ABILITIES**

Must have excellent computer skills, including familiarity with Word and Google Workspace and processing official reports and managing databases (such as through Microsoft Excel or Microsoft Access).

Knowledge of English, grammar, spelling, punctuation, and variety of letter and report formats.

Knowledge of standard filing systems in order to prepare, file, and retrieve documents efficiently.

Knowledge of tribal procedures and ability to perform work in accordance with established policies and priorities.

Ability to effectively interact with all levels of a diverse workforce and clientele via telephone and personal contact, maintaining a courteous and helpful manner.

Ability to plan, organize, and prioritize work effectively under pressure.

Ability to write program reports as required (daily, monthly, quarterly, year-end).

Ability to maintain strict confidentiality of records and information.

Understanding and familiarity with the culture and history of the Makah Tribe.

Experience working in natural resource or subsistence-related programs preferred.

Knowledge of the Marine Mammal Protection Act (MMPA), MMPA Waiver and Permits, **AND** knowledge of related federal regulatory processes is **preferred**.

Strong interpersonal and conflict resolution skills.

Basic GIS mapping and GPS usage experience is preferred.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is often required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee may occasionally have to lift and/or move more than 50 pounds. Specific vision abilities required include close vision, distance vision, depth perception, and ability to adjust focus or to have corrective lenses to address vision deficiencies.

### **WORK ENVIRONMENT**

The employee will mostly work in an office environment. During field work, the employee may be exposed to wet and/or humid conditions, outside weather conditions, and rough sea conditions. The noise level in the work environment is usual for an office environment except when working in the field when the employee may be exposed to loud noises. The employee may have to work after or before normal business hours or on weekends on an on-call basis.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council**

**Human Resources**

**P.O. Box 115, Bldg. 71**

**Neah Bay, WA 98357**

**Fax: (360) 645-3123**

**E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: May 13, 2025**

**CLOSE: May 29, 2025**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT**

## **INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.