



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

FORESTRY COORDINATOR

Position Description

Opens: March 13, 2026 Closes: March 20, 2026			
Department:	Natural Resources	Reports to (title):	Forestry Program Manager
Job Code:	N-11	Job Location:	Bois Forte Forestry- Nett Lake, MN
Pay Range:	Min: \$19.11 Mid: \$ 23.89 Max: \$ 28.67	Supervises:	No
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	10/01/2025
Indian Child Protection Background:	No	Revised Date:	10/01/2025

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Forestry Coordinator, under the general supervision of the Forestry Program Manager, is responsible for planning and implementing the annual allotment timber harvest plan for the Bois Forte Reservation.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Assist in the planning, coordination, and implementation of the annual forest development plan for both allotments and Tribal lands.
2. Assist in wildland fire preparedness and suppression activities.
3. Conduct pre-sale inspections of priority allotments and tribal lands needing treatment (either timber harvest or forest development), within department policy and annual harvest plans.
4. Carry out timber sale preparation on all trust lands, to include timber cruises, silvicultural prescriptions, boundary line location; and traverses cutting line locations under the general supervision and direction of the Forestry Program Manager.
5. Prepare reports and documents for sale approval-Forest Officer's Report, draft timber sale contract, sale prospectus, and advertisement, as required.
6. Perform allotment and tribal timber sale administration duties after the timber sale is sold, including scale reports, as required.

Position Description

7. Coordinate drafting Power of Attorney letters, and with assistance of the Minnesota Agency, collects the required majority interest approval through follow-up mailings, phone calls, and research.
8. Assist in the planning and implementation of the annual forest development program for the reservation.
9. Prepare reports for proposed forest development projects, drafts contracts and supervises contractors.
10. Assist in sale administration activities including scaling, sale inspections, and scale reports, as assigned by the Forestry Program Manager.
11. Assist as directed by the Forestry Program Manager, in pre-sale and sale administration activities such as timber marking, cruising of timber sales and scale reports on Band or Tribal land.
12. Assist in trespass investigation and prepares trespass reports.
13. Participate in the collection and updating of the Reservation's forest inventory system, using the computer software created for this purpose.
14. Participate, as needed, in firefighting preparedness and suppression duties and may be required to work overtime to fulfill these duties.
15. Operate Federal and Tribally owned or leased vehicles in the performance of these duties.
16. Manage and update, with direction from the Forestry Program Manager, GIS data and creates project-specific products, including maps.
17. Conduct research and make recommendations on equipment purchases.
18. Write forestry-related software applications as needed and directed by the Forestry Program Manager.
19. Perform data input into BIA timber sale accounting program (TSA, or similar) and generates reports of timber cut (ROTC, or similar) for Tribal, Band, and Allotted lands.
20. Assume personnel management activities in the absence of the Forestry Program Manager and as assigned by the Forestry Program Manager, to include supervision of Forest Technicians and Forestry Fire Aides.
21. Assume program management activities in the absence of the Forestry Program Manager and assigned by the Forestry Program Manager to include timber sale administration, fire management, facility, and fleet management.
22. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
23. Perform other job-related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Five years of professional-level experience in Environmental or Natural Resources activities, with a strong background in the design and management of Geographic Information Systems |
| Education: | <ul style="list-style-type: none">• Bachelor of Science degree in Forestry, Forest Management or Geographic Information Sciences. College transcript must be provided |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.• Must qualify for a US-DOI BIA Motor Vehicle Operator Authorization card within the introductory period and maintain validity of card.• Must be able to obtain a Wildland Firefighter red-card status as a minimum qualification of FFT-2 within 60 days of initial employment. Prerequisite is to successfully obtain medical clearance following an arduous duty physical exam for wildland firefighting. Must successfully pass the pack-test. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• The work requires frequent walking over variable terrain for long periods of time. Occasional strenuous physical exertion is required in fighting forest fires.• Knowledge of the biological, social, and economic consideration of the forest area and the resources involved in the assignments.• Knowledge of and ability to use a wide range of forestry methods, techniques, and precedents.• Skills and judgment in applying a wide range of conventional approaches and solutions to unique situations.• Experience in all facets of timber sales to facilitate independent planning and action.• Experience in GPS applications, GIS applications, Forest Inventory database applications. |

Position Description

- Knowledge of applicable Federal, State and Tribal forestry regulations and policies.
- Ability to effectively communicate technical information, both verbally and in writing.
- Demonstrated skills of geographic information system expertise, including the design and management of geographic information systems.
- Ability to meet strict deadlines.
- Ability to maintain favorable public relations while positively promoting all departmental projects, actions and services.
- Ability to conduct spatial analysis of environmental information and trends.
- Skills in identifying key relationships, drawing logical conclusions, and maintaining effective working relationships with governmental officials, agency representatives, and stakeholders.
- The ability to effectively work independently or with a team as the project manager or Tribal representative.
- Knowledge, Skills, and Ability to operate general equipment, i.e., computer; fax machine, telephone, ATV, snowmobile, tracked equipment, mowers, tractors, firefighting apparatus, trucks, cars, shop tools (power and non-power), chainsaw, etc.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

Work environment:	<p>Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.</p> <p>Outdoor conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.</p>
Physical demands:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.</p>
Mental demands:	<p>There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.</p>

TRIBAL AND INDIAN PREFERENCE

FORESTRY COORDINATOR

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The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information, and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.