



Position: Tribal Outreach Specialist  
Direct Supervisor: Tribal Administrator  
Salary: \$27 (**Tribal Only**)  
Employment: **PART TIME** (approx. 1-2 days / 4hrs)  
Location : Middletown Rancheria Tribal Offices

### **Position Summary:**

The Tribal Outreach Specialist will serve as a key liaison between PG&E programs and Middletown Rancheria. This role will focus on building and maintaining respectful, effective, and culturally sensitive relationships with the Tribal government's community members. The specialist will promote awareness, access, and participation in PG&E programs, including but not limited to energy efficiency, wildfire safety, clean energy initiatives, and financial assistance programs. Goal is to increase the Tribal enrollment in the multiple *Energy Savings Assistance* programs PG&E offers.

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### **Key Responsibilities:**

- Tribal liaisons will collect and provide a list of Tribal members who are eligible and want to participate in the ESA programs to PG&E Tribal Contact. Focusing primarily on the elderly and disabled membership.
- Develop and maintain relationships with Tribal Council, General Council membership and community organizations.
- The Tribal grant program will track the number of ESA applications submitted to PG&E.
- The Tribal liaison will attend quarterly meetings to provide learning opportunities on successful outreach strategies.
- Coordinate and conduct outreach activities, meetings, presentations, and workshops with Tribal Members about PG&E initiatives and available resources.
- Serve as the primary point of contact for the Tribe participating in PG&E programs, ensuring accurate and timely information sharing.
- Collaborate with internal PG&E teams to align program delivery with the unique needs and priorities of Tribal government.
- Track and report participation, feedback, and impact of PG&E programs among Tribal community.
- Tribal liaisons will coordinate directly with the ESA contractors to make sure outreach phone calls to the tribal members and set up appointments.
- Support members by collecting all documents necessary to qualify for the ESA program.

- Advocate for culturally competent program design and equitable access to services.
  - Represent the organization at Tribal events, conferences, and forums.
  - Assist in the development of outreach materials tailored to Tribal audiences.
  - The liaison will be required to submit a final annual report on events held, number of activities, and the number of customers who participated in the ESA program.
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### **Qualifications:**

- Experience in outreach, community engagement, or public affairs—preferably with Tribal communities.
  - Demonstrated understanding of Tribal governance, cultural competency, and protocols.
  - Excellent interpersonal and communication skills, both verbal and written.
  - Ability to travel frequently within PG&E’s service territory.
  - Experience working with or within utilities or energy-related programs is highly desirable.
  - Knowledge of California Tribes and their diverse histories, cultures, and priorities.
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### **Preferred Qualifications:**

- Tribal affiliation or lived experience in Tribal communities.
- Experience navigating regulatory or utility program environments (e.g., CPUC, CARE/FERA, wildfire mitigation efforts).

### **Conditions of Employment:**

Employee will have a 90 day probationary period and must pass an initial drug and alcohol screening to be eligible for and maintain employment. The employee must possess a valid driver's license. All employment at Middletown Rancheria is "**at will**". This means that the employee or Middletown Rancheria may terminate the employment relationship at any time for any reason.

### **Other Provisions:**

Preference in hiring will be given to qualified Native American Indian applicants in accordance with the Indian Preference Act of 1934 (Title 25 USC Section 472 and Public Law 93-638). Applicants will be required to provide appropriate verification of Native American Indian status. Federal Law requires that all applicants be considered without regard to race, religion, color, sex, age or national origin. The Middletown Rancheria of Pomo Indians of California is an Equal Opportunity Employer.

This job description may be changed at any time to include new responsibilities and/or tasks and/or change existing ones as management deems necessary.