



## TE-MOAK TRIBE OF WESTERN SHOSHONE

525 Sunset Street • Elko, Nevada 89801  
775-738-9251 • Fax 775-738-2345

\*\*\*JOB ANNOUNCEMENT\*\*\*

**POSITION:** Environmental Coordinator

**SALARY:** \$17.00 per hour part-time (training)/ full-time

**OPENING DATE:** March 2, 2017

**CLOSING DATE:** March 16, 2017 5PM

### **DEFINITION:**

The Environmental Coordinator will work directly under the supervision of the Administrator to perform activities in the Te-Moak Tribe's Environmental Protection Agency (EPA) General Assistance Program (GAP) work plan; and other Environmental Program activities associated with EPA approved programs.

### **TYPICAL DUTIES:**

The Coordinator will establish an environmental program under the Te-Moak Tribe in compliance with EPA standards and policies, and under the Components in the GAP work plan.

Will be responsible to design and conduct an environmental assessment of the Te-Moak Tribe's environmental resources and complete an EPA Tribal Environmental Plan (ETEP).

Will be responsible in drafting environmental policies, ordinances, codes, and resolutions identified as needs in the ETEP for the protection of the health and safety of the Te-Moak Tribal members and guest on Tribal lands.

Will provide educational outreach media to the community in the form of a website and other social media.

Will attend meetings of private, local, state, tribal, and federal groups that build the environmental capacity of the Tribe; and attend meetings outlined in the EPA approved work plan. Will attend Te-Moak Tribal Council meetings when applicable as determined by Administrator.

Will identify available environmental training and resources for the community, as well as build their own environmental capacity by attending trainings that increase their technical skills and environmental capacity.

Will be responsible for submitting quarterly and annual reports working with EPA Project Officers, Te-Moak Administration, and the Te-Moak Finance Department.

**QUALIFICATIONS:**

A bachelor's degree and/or associate of arts degree is preferred but applicants experience in environmental related fields of employment can be taken as substitution for formal education. Must have high school diploma and/or equivalent. Must have valid driver's license and insurable under Te-Moak Tribal Insurance. Must have the ability to understand environmental policy, federal regulations, and basic knowledge of biological and chemical properties. Must possess competent computer proficiency to perform work plan activities. Must be available to travel to meetings and trainings outlined in work plan and job description. Must have communication skills to work with all four Bands of the Te-Moak Tribe and work with other state and regional Tribal representatives, and private, local, state, and federal representatives. Should have grant writing experience and experience managing Tribal programs and personnel.

**INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Te-Moak Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

**APPLICATION:**

Applications may be obtained at the Te-Moak Tribal office located at **525 Sunset Street**.