



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

POSITION DESCRIPTION			
Job Title:	Environmental Outreach Coordinator	Classification:	Non-Exempt
Department:	Planning Department	Pay Grade:	NE7
Reports To:	Environmental Manager	Approval Date:	7/22/2020

Position Summary:

Under the supervision of the Environmental Manager, responsible for outreach and tribal representation related to the watershed health, environmental issues, and in the Saginaw River and Bay. This is a grant funded position.

Essential Duties and Responsibilities:

- Implement statements of work outlined in associated program funding agreements and contracts. These may include BIA and/or US EPA funded programs.
- Provide education and outreach to tribal and non-tribal community regarding watershed resources, protection, and environmental issues affecting the tribe; which will include public speaking and presenting to large audiences.
- Participate in annual Youth Environment and Culture Camp as funding allows.
- Attend trainings and conferences that will increase knowledge and capacity for the Tribe on watershed and environmental topics; participate as the Tribal representative as necessary.
- Research, apply, and manage grants necessary for continued program support.
- Represent the Tribe as necessary on committees relating to collaborative watershed and environmental projects.
- Research issues impacting tribal waters natural resources, and watersheds.
- Oversee volunteers and interns as necessary.
- Provide excellent customer service for all internal and external customers of the operations at all times. Provide solutions for customer concerns and continually focus on customer service as our top priority.
- Must maintain strict confidentiality and present a positive, professional demeanor and image at all times.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

Contacts/Purpose of Contacts:

- Contact and interact with Tribal Council, Tribal Departments, Tribal Community, other Tribes in the Great Lakes Region, and Federal, State, and Local Agencies.

- Contact with children in classroom and camp settings.
- Contact with staff while working in a team atmosphere.

Minimum Qualifications:

- Associate's Degree in Biology, Environmental Science, Environmental Education, or a related field.
- One year experience with environmental programs or outreach.
- Technical writing, accurate verbal and non-verbal communication skills; ability to communicate technical information to non-technical audiences as necessary.
- Proficient in Microsoft Office with 70% accuracy.
- Must be able to pass background check to meet the employment eligibility requirements as they pertain to the position

License, Certification, or Special Requirements:

- Must have a valid State of Michigan Driver's License with the proper designation required for the vehicle utilized to perform the job duties; must be able to obtain and maintain a Tribal Driver's License and qualify for coverage by SCIT auto liability insurance carrier.
- Native American preference shall apply to all positions.

Knowledge, Skills, and Abilities:

- Knowledge of tribal, federal, state, and local government.
- Knowledge of natural processes, biological processes, environmental policy, and/or Native American studies required.
- Knowledge of the principles of environmental protection, restoration, conservation and management.
- Knowledge of tribal sovereignty, treaty rights, and culture preferred.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, and PowerPoint.
- Skill in maintenance of accurate records.
- Ability to present information to large groups and lead meetings where necessary.
- Ability to exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to create, compose, and edit written materials.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands:

- Frequent use of hands, wrists, fingers associated with computer equipment.
- Required to sit, stand and walk for extended periods of time.
- Normal visual acuity, ability to talk and hear.

- Occasionally lift and/or move up to 50 pounds.

Work Environment:

- Normal office environment.
- Must possess sufficient stamina to work under all types of weather conditions including extreme hot/cold and to lift, carry, push, or pull a variety of tools, equipment and materials.
- Occasional walking on rough uneven terrain.
- Extended hours and irregular shifts are required.
- Travel is required.