



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

POSITION DESCRIPTION			
Job Title:	Policy & Contract Specialist	Classification:	Non-Exempt
Department:	Planning Department	Pay Grade:	NE8
Reports To:	Environmental Manager	Approval Date:	7/22/2020

Position Summary:

Under the supervision of the Environmental Manager, assist Office of Grants & Contracts in securing, implementing and reporting on funding contracts and agreements to protect and restore Tribal environmental and natural resource programs, projects, and policy, with concentration on the protection and restoration of the Lake Huron Watershed. Respond to government-to-government consultations and comment opportunities, identify priority SCIT's environmental and natural resource policies for development to protect/improve water quality and natural resources in the Great Lakes and enhance the SCIT's role in the Lake Huron Watershed. Develop capacity to manage culturally significant species, strengthening Tribal sovereignty and capacity. This is a grant funded position.

Essential Duties and Responsibilities:

- Identify Tribal funding priorities related to environmental protection and restoration within Tribal waters and lands.
- Collaborate with the Office of Grants & Contracts to identify and secure funding to implement programs, policies, and projects that protect or restore environmental quality or natural resources in Tribal interest areas; research and apply for funding necessary to support environmental and natural resource programs as approved.
- Provide assistance and support for the department regarding funding and implementation of contracts, contract reporting, and other necessary documentation tracking for funding requirements, including P.L. 93-638 contracts with the Bureau of Indian Affairs, and the Great Lakes Restoration Initiative specifically.
- Work with additional Tribal departments and leadership to develop organization-wide environmental policies, templates and standard operating procedures.
- Research and propose policy, programs, and projects related to issues with the potential to/impacting Tribal environmental and natural resource interests.
- Work with the SCIT Environmental Team, Legal Department, and other relevant partners to draft responses for government-to-government consultations and comment opportunities that may impact Tribal resources.
- Participate in local, regional, and/or national meetings related to watershed and environmental protection and restoration.
- Attend trainings and conferences that will increase knowledge and expertise in watershed or other environmental related topics, grant and contract management, and/or policy and

program development. Participate in meetings and conferences as the Tribal representative as necessary.

- Manage personnel hired to implement funded projects related to the programs as assigned.
- Oversee interns and volunteers 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 interaction with Tribal Council, Tribal Departments, Tribal Community, other Tribes in the Great Lakes Region, and Federal, State, and Local Agencies.
- Contact with staff while working in a team atmosphere.

Minimum Qualifications:

- Bachelor's degree in environmental or public policy, legal, biological or environmental studies or related field.
- Two years of experience in policy development and/or environmental protection or restoration.
- Two years of grant writing and management experience.
- Technical writing skills.
- 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.

Desired Qualifications:

- Master's degree or other advanced degree in environmental or public policy, legal studies or pre-law, biological or environmental studies.
- Knowledge of tribal, state, federal legislative and inter-governmental affairs.

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 resource issues and environmental policy.
- Knowledge of the principles of environmental conservation and management.

- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and PowerPoint.
- Skill in maintenance of accurate records and identification of resource conditions and problems of on-going projects.
- Ability to utilize critical thinking.
- Ability to exercise independent judgment.
- Ability to work independently, with minimal supervision, 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 gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain confidentiality.
- 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 for extended periods of time.
- Occasionally walk and stand.
- Normal visual acuity, ability to talk and hear.
- May be required to do some light field work.

Work Environment:

- Normal office environment; minimal field work.
- Extended hours and irregular shifts may be required.
- Travel is required.