



JOB OPENING

Environmental Coordinator

Job Title:	Environmental Coordinator	Dept:	EPA
FSLA Status:	Non Exempt, Full-time (40 hrs./wk.)	Location:	EPA
Reports to:	Environmental Director	Part-Time	
Salary Range	\$26.63/per hr.	End Date:	

JOB DESCRIPTION

Reporting to and working under the guidance of the Robinson Rancheria Environmental Director, the Environmental Coordinator coordinates the Environmental Departments activities and projects. Work involves both office and outdoor work, including monitoring budget, assisting in writing reports, proposals, and data entry. There will be a strong emphasis on grant management, grant performance progress, and research for future grant development. Occasional overnight travel will be required for training, workshops, events, and meetings. **Position located in Nice, CA.** The Environmental Coordinator is funded by the US EPA General Assistance Program (GAP).

Duties and Responsibilities

- Helps to develop, implement, and train staff on grants management processes and procedures
- Required understanding of the development and implementation of an effective grant administration
- Ability to prepare and conduct community oral reports on environmental activities
- Recommend procedures or ordinances that will promote effective environmental management
- Develop and implement environmental education and outreach activities
- Maintain all water department equipment, supplies, and inventory
- Attend training, workshops, events, and meetings
- Proficient skills, software applications (Microsoft: Word, PowerPoint, Excel, Google Workspace)
- Coordinate solid waste/recycling education activities with the tribal community
- Must be willing to perform fieldwork duties in all weather conditions.
- Recommended: knowledge in geographic information systems (G.I.S.)

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor of Science degree in Environmental Field or related field and minimum of 4 years of experience or equivalent experience
- A combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential job duties required.

REQUIREMENTS OF EMPLOYMENT:

- Provide a *Cover Letter of Interest*
- All applicants are subject to the Tribe's Drug and Alcohol -Free Workplace Policy including pre- employment drug and alcohol screening.
- Valid Driver's License in good standing, insurable on the Tribe's insurance policy. Requires DMV 5-years driving history record.
- Employees will serve a 90-day probationary period.
- Physical Demands: Candidate must be able to bend and lift up to 50 pounds, tolerate long periods of working under inclement conditions and possess a knowledge of safety.
- RRCBC personnel are employed on an "At-Will" basis.

BENEFITS:

- Medical, Dental, Vision, Life Insurance
- 13 Paid Holidays

Deadline for submitting applications: 8/12/22
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For questions, please contact TeMashio Anderson, Environmental Director, Robinson Rancheria at (707) 275-0205 or email to tanderson@rrcbc-nsn.gov

Applications will be on our website, or you can pick up applications at 1545 E. Hwy 20, Tribal Office. Or request via email from Joshua Gonzalez at joshg@rrcbc-nsn.gov

Native American Indian preference shall apply to the position in accordance with Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e-2(i)), regulations of the Office of Federal Contract Compliance Programs (41 C.F.R. § 60-1.5(a)(7)), and/or other relevant laws. Applicants claiming Indian preference must submit verification of Indian eligibility with their application.

Disclaimer

The list of requirements, duties and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.