



NANSEMOND INDIAN NATION

JOB DESCRIPTION

PROGRAM COORDINATOR – ENVIRONMENTAL

Position Title: Program Coordinator - Environmental	Status: Fulltime/Exempt
Division: Executive – Community Development	Level: 3
Supervisor: Director – Community Development/Tribal Administrator	Range: \$49,920 - \$74,552
Opening Date: November 14, 2022	Closes: December 31, 2022

SUMMARY

Under supervision, direction and oversight of the Community Development Director or Tribal Administrator, the Environmental Program Coordinator will be responsible for planning, developing, establishing, and implementing the Nation's environmental protection program.

DUTIES & RESPONSIBILITIES

The Environmental Program Coordinator (EPC) shall coordinate activities that build the capacity of the Nation to manage its own environmental protection programs in compliance with applicable law such as, but not limited to, the following:

1. Develop periodic plans that, once approved by Supervisor, the EPC will coordinate and execute; and
2. Recommend regulatory actions or reforms that achieve the Nation's environmental protection goals; and
3. Represent the Nation in consultations and meetings with the Environmental Protection Agency (EPA) as delegated by Supervisor to ensure the Nation's interests in projects that may have an impact on the environment are protected; and
4. Lead education, outreach, and technical assistance to the community on environmental issues and promote culturally appropriate environmental stewardship; and
5. Ensure proper administration of budgets and programmatic reporting requirements; and
6. Ensure compliance with all applicable laws, policies and rules pertaining to the administration of program funds; and
7. Other duties as assigned by Supervisor.

QUALIFICATIONS & REQUIREMENTS

1. A successful candidate will possess the following preferred Qualifications:
 - A. Preferred Education:
 - (1) Bachelor's Degree in Environmental Science, Cultural Resources Protection, or a related field with at least three (3) years' experience working as an environmental advocate, environmental program coordinator or similar role at an Indian tribal government or public entity; or

(2) Associate degree in a related field with at least one (1) years' experience working in a similar role at an Indian tribal government or public entity; or

(3) An acceptable combination of education and experience that in the Nation's discretion, equates to the preferred qualifications aforementioned.

B. Preferred Environmental Expertise: Experience working with impaired water systems, oyster preservation, and habitat restoration.

2. Requirements include:

A. Submission to, and successful passage of, drug-testing and background check requirements; and

B. Possessing and maintain valid driver's license and be insurable by the Tribe's auto insurer; and

C. Have good communication skills – verbal, written, electronic and auditory.

D. Have good organizational skills that inspire respect amongst colleagues and a positive team building atmosphere.

E. Have good working knowledge of computers and common software programs such as, but not limited to, Microsoft Office Suite.

F. Have knowledge of sound programmatic practices and requirements.

G. Have experience and working knowledge of federal Indian law impacting Indian tribal nations, particularly Indian environmental and cultural protection programs.

PREFERENCES EXERCISED

Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i)(1982), provides an exception to Title VII's general nondiscrimination principles through which Indian tribal nations exercise an employment and contracting preference in favor of American Indians. Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), requires the inclusion of Indian preference provisions in certain federal contracts and grants.

The Nation shall give preference to enrolled citizens of Indian tribes/nations for employment and Indian/tribally owned businesses for contracting opportunities. In other than the proceeding situations, the Nation is an Equal Opportunity Employer (EOE).

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The selected candidate must successfully comply with applicable drug testing and background check requirements.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Nansmond Indian Nation reserves the right to amend and change responsibilities to meet governmental, business, and organizational needs. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.