



NARRAGANSETT INDIAN TRIBE
Job Announcement

JOB TITLE:	Environmental Specialist
DEPARTMENT:	Community Planning & Natural Resources (CPNRD)
IMMEDIATE SUPERVISOR(s):	Dinalyn Spears (Director)
CLASSIFICATION:	Hourly
HOURS:	Full-Time
SALARY:	Commensurate w/Experience
Open/Closes:	Until filled

JOB SUMMARY

The primary function of the position supports the Tribe's Environmental Program. This position will assist with the development, analysis, management, and coordination of the Tribe's Environmental Program in the completion of tasks outlined in a variety of Federal grants and contracts, including but not limited to; the U.S. Environmental Protection Agency General Assistant Program (GAP) and Clean Water Act (CWA) § 106 Water Pollution Control Program, Bureau of Indian Affairs Natural Resources Management programs, U.S. Fish and Wildlife Service, and U.S. Department of Agriculture Natural Resources Conservation Service contract agreements. Additionally, the position will assist in preparing and managing essential environmental program grants, plans, ordinances, conducting surface water quality collection activities, habitat and biological data collection, performing analyzes and developing reports; and the implementation and management of outreach and education activities to engage Tribal Membership. Must have the ability to coordinate with local, state and federal environmental and natural resource agencies. Should be familiar with federal, state and local agencies and programs including U.S. EPA, U.S. Fish and Wildlife Service, BIA, U.S. Forest Service, U.S. Army Corps of Engineers, and U.S. Geological Service. Should have knowledge of federal and state environmental statutes and regulations. Must have good interpersonal skills, be a team player; and the ability to communicate diplomatically with co-workers, government agencies, and community members. This position is responsible for meeting the Tribal Environmental goals and objectives of the Narragansett Indian Tribe's under the direction of Community Planning & Natural Resources Director. This position is required to work in all types of outdoor field conditions, may work alone, and as needed, support a non-traditional work schedule. At least some knowledge of the Narragansett Indian Tribe's culture, history, and political landscape is desired.

Job Responsibilities:

- Continued development of the NIT Environmental Program.
- Responsible for performing and completing tasks under the EPA GAP and CWA §106 programs.
- Responsible for performing and completing tasks under the BIA natural resources funded programs and USDA contract agreements.
- Familiarity with biological and environmental data and analysis methods to assess environmental resources.
- Ability to be innovative in enhancing environmental protection and natural resources on the NIT reservation.
- Assist in building capacity under the Environmental Program.
- Assess the impact of reservation activities on the natural and environmental resources of the Tribe such as water resources to ensure their optimum management and protection.

- Experience with federal regulations such as, but not limited to: Clean Air Act, Clean Water Act, Safe Drinking Water Act, Endangered Species Act, Migratory Birds Act, and NEPA.
- Familiarity with grant writing and management.
- Provides administrative support to the Environmental Program Director to manage project tasks, grant manage and budgeting.
- Write required environmental assessments and reports for environmental and natural resource programs.
- Research and apply for funding to enhance the environmental program.
- Develop and conduct outreach activities and environmental education activities.
- Develop technical documents, including, but not limited to, Quality Assurance Project Plans (QAPP) and Standard Operating Procedures.
- Inventory and assess the environmental programs goals, objectives and needs in order to build the environmental program and identify new projects such as, but not limited to; non-point source pollution, climate change, environmental justice, wetlands, macro-invertebrate, and groundwater.
- Experience using GPS equipment and GIS software (ArcGIS – ESRI’s desktop GIS software).
- Collect, process, evaluate, and summarize scientific and technical data and ideas to make effective decisions and develop appropriate solutions.
- Develop, prepare, and present studies and reports to Tribal Government Council and other groups.
- Coordinate public outreach and environmental education activities for the Tribal Community.
- Develops informative outreach material including newsletters, brochures and presentations.
- Collect surface water quality samples consistent with the Tribes QAPP, URI Watershed Watch’s standard operating procedures.
- Submit environmental data electronically via WQX.
- Work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Use of excellent verbal and written skills to effectively, and diplomatically communicate with co-workers, federal government agencies, and community members.
- Attend meetings, conferences, seminars, and trainings in subjects related to environmental and natural resources protection, health and safety, emergency preparedness, and others as directed.
- Must possess excellent verbal and written skills.
- Perform other duties as assigned or required by the Director.

JOB QUALIFICATIONS

Education/Experience and/or training:

- Bachelor’s degree or higher in Environmental Science, Natural Resources Management (e.g., Biology, Forestry, watershed science, conservation planning) or related fields preferred; with five (5) years of work experience; or
- Three to Five years professional experience, including field work.
- Related work experience demonstrating the ability to perform the above-mentioned job responsibilities.
- Strong communication skills, both written and verbal.
- Strong computer skills; such as in: Word, Excel, Publisher, PowerPoint, and data management software – Access, WQX).
- Ability to work independently as well as part of a team.
- Physically able to work in the field during all seasons.
- Experience collecting and interpreting environmental field data.
- Valid driver’s license and clean driving record.
- Proficiency with ArcGIS and GPS.
- Familiarity with U.S. EPA, BIA, U.S. Dept. of Agriculture and other federal funded programs.

- Experience with grant writing, management, task tracking and budgeting.
- Experience in environmental and natural resources sampling techniques and interpreting field data.
- Experience in quality assurance and control (QA/QC) procedures.
- Be culturally sensitive while working with American Indian Tribes.

EMPLOYMENT REQUIREMENTS

The Narragansett Indian Tribe is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the Narragansett Indian Tribe does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

- Must adhere to the policies and procedures of the Narragansett Tribe.
- Will be required to fill out an Employment Application.
- Must have a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- Incumbent will be subject to and must successfully pass a pre-employment back ground check, drug screening test, and reference checks.
- Will be required to serve a 90-day probation period.
- Must be willing to attend all required meetings, trainings and functions as requested, including those that occur outside the traditional 8:30 – 4:30 workday.
- Position is dependent on funding.
- Employees of the Narragansett Indian Tribe are considered "at-will" employees and at any time either party can terminate the relationship with no liability.

WORKPLACE ENVIRONMENT:

- **PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of objects no more than 50 pounds with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.
- **WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as boots and gloves.

BENEFITS

The Narragansett Indian Tribe offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for fifteen (15) full paid holidays, and two (2) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life Insurance
- Retirement: 401(k) retirement plan with a generous employer match