



Blue Lake Rancheria is Hiring an Environmental Director!

ENVIRONMENTAL PROGRAMS DIRECTOR *Position Description*

Position: Environmental Programs Director

Salary: \$65,000-\$75,000 Starting Salary (depending on experience)

Supervisor: Tribal Administrator

Location: Blue Lake Rancheria Tribal Office, Blue Lake, CA

Position Description:

This position oversees the Environmental Programs Department, managing three full-time staff in the operation of an environmental protection program for tribal land, air, water, and cultural resources. The Environmental Programs Director will be responsible for researching and identifying grant funding, developing and managing program budgets, and supervising and directing staff for projects related to water quality and watershed health, air quality, solid waste management, and food sovereignty. Other duties include building and maintaining cooperative working relationships, gathering and analyzing information, preparing and submitting grant reports, and participating in consultation and coordination with local agencies and the tribal community. Occasional travel is required. Training will be provided for a sufficiently motivated candidate.

Job Duties:

- Grant applications and reporting: this position is responsible for funding the Department's work through Federal, State, and other funding sources.
- Project Management: manage short and long-term environmental projects.
- Personnel Management: assigning work and overseeing staff progress, recruiting staff as necessary.
- Consultation and Coordination work representing the Tribe, working in partnership with community and government groups, attending relevant meetings, conferences, and workshops.
- Oversee Department compliance with tribal and grant fiscal policies.

Required Qualifications:

- Excellent writing skills, including the ability to prepare technical and administrative reports, statements and correspondence.
- Good communication and interpersonal skills, with the ability to develop rapport with the tribal community, government agencies, and employees.
- Understanding of environmental science concepts, practices, and techniques.
- Problem solving and conflict resolution skills.
- Ability to maintain confidentiality.

- Ability to learn and comprehend the requirements and procedures under various federal and tribal laws, regulations and executive orders pertaining to environmental and cultural resources.
- Must possess valid California Drivers license, minimum insurance required by law, and reliable transportation.
- Must pass pre-employment drug test.
- Highly organized and self-motivated, honest and trustworthy.
- Bachelor's Degree.
- Interest in environmental issues affecting tribal community and willingness to learn are the most important qualifications.

Desired Qualifications:

- Experience in grant application writing and grant management.
- Familiarity with tribal sovereignty and environmental regulations.
- Leadership experience supervising staff.
- Master's Degree or other continuing education.
- GIS data collection and mapping tool experience.

Employee Benefits:

- Paid time off accrues at the rate of 4 hours every pay period for the first year, and 8 hours per pay period starting in 2nd year.
- A 401K retirement account with 8.5% employer match.
- Health, Dental and Vision insurance is provided at the employer's expense.
- 15 paid holidays per year.

Interested applicants must submit a current resume, application form, and cover letter to mfuller@bluelakerancheria-nsn.gov or PO Box 428, Blue Lake, CA 95525.

Under Title 25, U.S. Code, Section 472 and 473, applicants claiming Native American preference must submit verification of eligibility.

The Blue Lake Rancheria is an Equal Opportunity Employer and supports a safe and drug free work place as defined by 45 CFR, part 76(f).