

JOB OPENING ANNOUNCEMENT

Job Title: Environmental Assistant

Report To: EPD Supervisor

Department: Environmental

Job Vacancy: YAN-23-010

Status: Part-Time, Temp (29 hrs.)

Starting Wage: \$18.50 per hour

Opening Date: 1/30/2023

Closing Date: 2/10/2023

POSITION DESCRIPTION:

The temporary assistant will assist with the development of educational outreach materials to be presented to the community members during Earth Day, community meetings, and when information is needed to be distributed. The position is funded by GAP (General Assistance Program), grant from the U.S. EPA and is limited to performing activities as outlined by GAP Work plan.

Program education outreach activities include but are not limited to:

- Pollution prevention
- Air and water quality sustainability
- Solid waste and recycling management
- Pesticide, toxics, and human health protection
- Riparian restoration
- Climate change

An important component of the position is outreach, including youth and community education, assisting with preparing written articles, reports, flyers and working with other Tribal Administration staff to provide general support for the Environmental program, for solid waste, water, wastewater and pesticides.

QUALIFICATIONS:

- Applicant must possess some understanding of environmental pollution issues or related work experience in environmental field.
- Excellent verbal and writing skills.
- Computer literate with intermediate knowledge of Microsoft Office applications, with an emphasis on Word, Publisher, and Power Point.
- Capable of understanding and interpreting environmental codes and ordinances.
- Ability to work cooperatively as part of a team or committee to analyze problems, prepare and propose solutions, in accordance with Tribal Environmental Plan (TEP) Plan goals.
- Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner.
- Ability to maintain tactful relationships with Tribal members and other community residents, regulatory agencies, fellow employees and the general public.

DUTIES AND RESPONSIBILITIES:

- Conducts community outreach for the Tribal Environmental Program through education, activities, newsletters and active participation in the community.
- Perform tasks documented in the GAP work plan in each of the commitments.
- Assist in developing education outreach materials such as flyers and brochures specific to projects that implement the EPA Tribal Environmental Plan (ETEP) in accordance with applicable codes, regulations and the US EPA GAP Grant Work plan.
- Assists with water quality sampling every quarter under the 106 program.
- Interact with regional agencies such as the county, U.S Forest Service (USFS), fire, nonprofit organizations, and private businesses to accomplish departmental projects.
- Conduct research, collect, organize and refine data for reports and surveys.
- Implement Tribal Solid Waste Plan including annual update and coordinating activities outlined therein.
- Assist in preparation of a variety of presentations to the Tribal Administration, Tribal Council and community meetings.
- Attend all department events such as the Annual Earth Day, Household Hazardous Waste, and tribal community clean-up events.
- Ability to work cooperatively as part of a team or committee to analyze problems, prepare and propose solutions, in accordance with ETEP Plan goals.
- Ability to maintain tactful relationships in a courteous and professional manner with Tribal members and other community residents, regulatory agencies, fellow employees and the general public.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

