

KEWEENAW BAY INDIAN COMMUNITY

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
KIM KLOPSTEIN
SAM LOONSFOOT
TONI J. MINTON

SUSTAINABILITY SPECIALIST

One (1) Full-time, Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- College transcripts
- Minimum of one (1) Original Writing Sample (report, publication, technical memorandum)
- Copy of Valid Driver's License
- Minimum of three (3) professional Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

SUSTAINABILITY SPECIALIST

One (1) Full-time, Exempt position

LOCATION:

Natural Resources Department
14359 Pequaming Road
L'Anse, Michigan 49946

SUPERVISORY CONTROL:

Natural Resources Director

SALARY:

Grade 10 (minimum starting wage \$23.37/hour)

QUALIFICATIONS:

- Must possess a Bachelor's Degree in Environmental Science, Engineering, Energy, Sustainability, or closely related science field.
- One (1) year of demonstrated work experience in Environmental Sciences or related field, preferred.
- Technical knowledge and experience in various fields of sustainable development and projects such as alternative energies, energy conservation, carbon footprint reductions, greenhouse gas calculations, green construction, business and economic development, forest issues, community planning, carbon credit programs, etc. is preferred.
- Experience with Energy Star, net zero, energy retrofits and/ or sustainable new construction, preferred.
- Involvement engaging and building a consensus on sustainability efforts: identifying short and long-term goals, analyzing risk, and evaluating performance.
- Ability to assess and analyze environmental data.
- Knowledge and experience with environmental standards, regulations, and laws.
- Excellent oral and written communication skills; legible handwriting; must work effectively with other people at a variety of ages and levels; able to work independently to get a project completed.
- Strong writing skills, including technical writing, grant proposals, and writing for non-scientists.
- Experience administering programs and grants, writing grants, and project management.
- Must be willing to travel at least 50 miles three (3) days per week, as necessary.
- Knowledge of Tribal, State, and Federal regulations, permitting, and statutes.
- Must be in good physical condition.
- Must be willing and able to conduct fieldwork in remote locations both independently and in crews.

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- Must be willing and able to work in rugged terrain and conditions including times of inclement weather such as snow, rain, heat, or cold.
- Must be willing to work flexible hours including 8+ hour days, late nights, early mornings, and weekends.
- Able to work effectively and maintain a disciplined and professional work ethic both with minimal supervision and in a team environment.
- Must have valid, unrestricted state driver's license, and be insurable to operate KBIC fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharge (need DD214).

DUTIES AND RESPONSIBILITIES:


1. Track relevant information and available resources in the rapidly changing field of sustainability.
2. Research, prepare reports, and provide recommendations regarding sustainability projects and/or strategies that would be beneficial to the Tribal government or community.
3. Act as a Tribal-wide consultant on energy and sustainability issues working with Tribal government departments, enterprises, and committees.
4. Lead and assist in defining sustainability goals, improving guidelines, and tracking performance metrics to assess program effectiveness.
5. Assist with healthy and sustainable materials research and project vetting for new construction and remodeling.
6. Work on updating and implementing climate change studies, analysis, and tasks on the reservation.
7. Work on local energy projects and funding opportunities.
8. Work with the Tribal government on an overarching energy use tracking database.
9. Participate in climate change and sustainability planning forums and venues within and outside of the reservation.
10. Conducts or coordinates sustainability assessments with follow-up on recommendations for governmental operations.
11. Work with minimal supervision to solve both technical and practical problems.
12. Summarize available climate data and make connections to research, monitoring, and survey results.
13. Participate in regional, tribal, and other climate and sustainability networks.
14. Work with multiple computer programs including MS Word, MS Outlook, MS Excel, and Arc GIS or other mapping programs.

15. Identify new funding sources to address climate change, energy, and sustainability resource needs and write grant proposals.
16. Assist with other environmental projects and events as needed, focusing on sustainability.
17. Consult and participate in initiatives to reduce contributions to climate change.
18. Attend and participate in professional group meetings, including tribal, federal, state, and local agencies and groups; stay abreast of current issues.
19. Ensures proper management of grants and Tribal funds necessary to implement program activities. Manage and oversee subcontractors completing grant or Tribally-funded program activities.
20. Attend and participate in monthly meetings of the Committee for Alternative & Renewable Energy.
21. Perform other duties as assigned by the Supervisor or Natural Resources Department Director.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Distribution Date: February 1, 2024

Closing Date: February 15, 2024 at 4:00 pm

TERO Approval: 
Reviewed for barriers only!
Date: <u>2</u> / <u>1</u> / <u>2024</u>