

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOT
SAM LOONSFOT
MATHEW SHALIFOE, JR.

HABITAT PROJECT MANAGER

One (1) Full-time grant-funded, Non-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
- Minimum of three (3) Professional Letters of Recommendation
- Copy of current certifications, if applicable
- Copy of College Transcripts
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- 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. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of 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:

HABITAT PROJECT MANAGER

One (1) Full-time grant-funded, Non-exempt position

LOCATION:

Natural Resources Department
Located 7 miles from L'Anse, Michigan

SUPERVISORY CONTROL:

Wildlife and Habitat Manager

SALARY:

Grade 9 (minimum starting wage \$21.33/hour DOQ/DOE)

QUALIFICATIONS:

- Must possess a Bachelor's Degree in Environmental or Civil Engineering, Aquatics/Hydrology, or a closely related field. One (1) year of demonstrated professional work experience in Environmental or Civil Engineering, Aquatics/Hydrology or a closely related field is required.

OR

Must possess an Associate's Degree in Environmental or Civil Engineering, Aquatics/Hydrology, or closely related field AND three (3) years of demonstrated professional work experience in Environmental or Civil Engineering or Aquatics/Hydrology or closely related field required.

OR

Must possess a combination of post-secondary education and work experience in Project Management in Environmental or Civil Engineering, Aquatics/Hydrology, or a closely related field, equaling at least five (5) years.

- One year of proven experience in Project Management required.
- 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.
- Excellent organizational and time management skills.
- Strong writing skills, including technical writing, grant proposals, and writing for non-scientists.
- Experience administering programs and grants, writing grants, budget management, and project management.
- Must have experience with Microsoft Word, Excel, and PowerPoint.
- Experience with Engineering/design software/programs, and mapping software/programs (i.e. GIS) preferred.

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- Ability to review, interpret, and provide feedback on engineering designs
- Must be at least 21 years of age, possess a valid, unrestricted Michigan driver's license, and be insurable to operate fleet vehicles.
- 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.
- 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 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 screening, and a pre-employment physical.

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

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

DUTIES AND RESPONSIBILITIES:


1. Plan and implement projects, defining project scope, goals, and deliverables.
2. Collaborate with partner agencies on projects related to the Natural Resources Department.
3. Project management, including establishing timelines, reviewing documents, site visits, hosting project team meetings, and tracking project progress and completion.
4. Contract for services to support Environmental and Natural Resources programs, including preparation and advertising of Request for Proposals (RFPs), review and ranking proposals, making recommendations to Tribal Council, assisting Tribal Attorney's office with developing a contractor service agreement.
5. Review, interpret, and provide feedback on engineering designs related to this position.
6. Collect, analyze, and interpret environmental data.
7. Monitor project progress and ensure deliverables meet quality standards and deadlines.
8. Identify and mitigate project risks.
9. Track regulatory changes and advise internal teams on compliance requirements.
10. Address community concerns and incorporate feedback into project planning.
11. Ensure compliance with federal, state, and tribal environmental regulations (e.g., NEPA, Clean Water Act, Endangered Species Act).

12. Assist with the overview of environmental impact statement (EIS), environmental assessments (EAs), and the related permitting process.
13. Promote best practices in sustainability and environmental stewardship.
14. Work with minimal supervision to solve both technical and practical problems.
15. Work with multiple computer programs, including MS Word, MS Outlook, MS Excel, Arc GIS or other mapping programs, and engineering/design software.
16. Identify new funding sources to meet project needs and help with the writing of grant proposals.
17. Assist with other environmental projects/ events as needed.
18. Attend and participate in professional group meetings, including tribal, federal, state, and local agencies and groups.
19. Prepare reports, including but not limited to monthly reports, grant reports, technical memoranda, and technical reports.
20. Maintain strict confidentiality regarding KBIC-related information and data as required, shall develop and maintain good working relations with the other KBIC Natural Resources Department and KBIC Government staff, and shall maintain a disciplined work ethic with minimal supervision.
21. Ensures proper management of grants and Tribal funds necessary to implement program activities. Oversees contractors completing grant or Tribally-funded program activities to ensure completion.
22. Complete training as needed or assigned by the supervisor.
23. Other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which 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 similar kind or level difficulty.

DISTRIBUTION DATE: April 21, 2026

CLOSING DATE: May 5, 2026 at 4:00 pm

TERO Approval: 
Date: <u>4 / 21 / 2024</u>