



Santa Rosa Band of Cahuilla Indians

Job Announcement: Environmental Assistant

Location: Santa Rosa Indian Reservation Mountain Center, CA 92561	Employment Status: Full Time/ Non-exempt
Pay: DOE	Shift: 8am-4pm Mon – Fri 40 hrs./week

Position Summary

The Environmental Assistant will be responsible for protecting environmental resources through technical assistance, education, and outreach to ensure the health and safety of the Santa Rosa reservation and its people.

Supervision Exercised

Environmental Assistant will work directly under the EPA Director. EPA Director is supervised by Chief Financial Officer. Chief Financial Officer is directly supervised by Tribal Administrator.

Duties and Responsibilities

Although other duties may be assigned the essential duties include the following:

- Assists in implementing management programs for water quality, wetlands management, and hazardous materials & waste management, etc.
- Manages complex environmental projects and assessments requested by other departments, makes recommendations to achieve compliance and approves contractor and consultant work-products and pay requests.
- Assists in preparation of detailed grant reports and related documents.
- Ensures grant compliance and reporting with applicable federal requirements.
- Conduct tribal land rehabilitation projects.
- Conduct water sampling and testing.
- Able to travel for training, in some cases out of state and overnight.
- Able to work outside in adverse weather conditions.
- Able to lift up to 50 lbs.

Experience:

- Experience in an administrative position and in particular working with federal/ state grants and contracts or with Tribal Government is acceptable in place of degree.
- Knowledge of Tribal Government, Federal, and State rules and regulations for grants.
- Ability to work well with others.
- Ability to clearly communicate in writing and orally.
- Ability to work with Microsoft Office and GIS equipment

Minimum Qualifications and Education

1. **Education:** High School diploma or equivalent required.
2. Be medically certified drug free after test and confirmatory re-test.
3. Must be able to successfully pass a Background Investigation.
4. Must have a current CA Driver's license.

The Santa Rosa Tribe adheres to the policy of employment “at-will”.

Deadline: All interested applicants must have their application in to the Administration Office by Friday, March 19, 2021 by 4pm. Applications can be submitted via mail, in person, or at webmaster@santarosa-nsn.gov. Applications can be found on Santa Rosa website.

For more information and or applications, please contact; Santa Rosa Band of Cahuilla Indians P.O. Box 391820 Anza, CA 92561 Phone: (951)659-2700 Fax: (951)659-2228 www.santarosa-nsn.gov