



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Great Lakes Policy Specialist - Natural Resources Dept.
(Full Time – Regular) (1) – Grant Funded Position.

Summary: This position is responsible for the day-to-day operation of the Tribe's LAMP program.

Employment Qualifications: A qualified candidate offers:

- Bachelor's Degree in Biology, Environmental Policy, Environmental Sciences, or closely related field; and
- One (1) year work experience in environmental sciences, aquatics, or environmental policy; and
- A valid Michigan Operator's License with the ability to be insured under Tribe's policy; and
- Intermediate computer skills with Microsoft Office Applications, and statistical software; and
- Strong verbal communication, written communication, organizational, project management, interpersonal and teamwork skills; and
- Heightened attention to detail and accuracy; and
- Commitment to confidentiality.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E3

Hiring Range: \$37,559.00 - \$49,808.00

Status: Exempt

Application Instructions:

Obtain an **LRBOI application form (required)** and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

*To apply, please submit **completed LRBOI application (required), cover letter, resume, degree transcripts, any/all trainings/certifications relevant to position and a copy - front and back - of valid Driver's License**; no later than August 04, 2021 at 5 pm to:*

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov.

Incomplete or Late submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted – 07/21/2021

Remove – 08/04/2021