



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:

Minimum Necessary Qualifications:

- Bachelor's Degree in Biology, Environmental Policy, Environmental Sciences, or closely related field.
- Knowledge of Great Lakes environmental issues and lake-wide action planning.
- Intermediate computer skills with Microsoft Office Applications, including database management and statistics in Excel.
- A valid Michigan Operator's License with the ability to be insured under Tribe's insurance policy.
- Strong verbal communication, written communication, organizational, project management, interpersonal and teamwork skills.
- Heightened attention to detail and accuracy; and
- Commitment to confidentiality.
- The ability to obtain and maintain one of the following for international travel to Canada: a valid passport, a valid passport card, valid State of Michigan Enhanced Driver's License within 90 days of employment.
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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.

Preferred Qualifications:

- One (1) year work experience in environmental policy, environmental science, or aquatic biology.
- Intermediate statistical software skills in software such as R or Minilab.

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

Pay Grade: E3 **Hiring Range:** \$37,559.00 - \$49,808.00 Commensurate with Verified Qualifications
Status: Exempt **Background:** Basic

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.

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, Copy of Tribal ID front/back (if applicable)** to:

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

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

Incomplete submissions will not be considered.

For further information, please contact the LRBOI HR Department

Tribal Member Posting Period – 09/16/2021 through 10/01/2021

General Posting Period – Subject to outcome of Tribal Member selection process.