LITTLE RIVER BAND OF OTTAWA INDIANS
POSITION VACANCY ANNOUNCEMENT

Position: **Great Lakes Policy Specialist** – Repost - Natural Resources
(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; and
- One (1) year work experience in environmental policy, environmental science, or aquatic biology.
- Knowledge of Great Lakes environmental issues and lake-wide action planning; and
- Intermediate computer skills with Microsoft Office Applications, including database management, statistics in Excel and statistical software skills in software such as R or Minilab; and
- 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; and
- Heightened attention to detail and accuracy; and
- Commitment to confidentiality; and
- 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; and
- 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.

**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](http://www.lrboi-nsn.gov) (under employment heading) 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: apply@lrboi-nsn.gov.

Incomplete submissions will not be considered.
For further information, please contact the LRBOI HR Department

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