

<p style="text-align: center;">KICKAPOO TRIBE IN KANSAS Position Description</p>
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Position Title: Tribal/Emergency Response Coordinator

Status: Full time- 40 hours per week with benefits

Supervisor: Environmental Director

Position Summary:

Under direction of the Kickapoo Tribe in Kansas Environmental Office Director, the Brownfields/Emergency Response Coordinator will work with the Tribe and US Environmental Protection Agency (USEPA) in activities related to the implementation and management of funded Brownfields activities. This will entail developing a survey and inventory of potential brownfields (contaminated or suspected to be contaminated) sites, developing and implementing plan for the Tribal Response Plan, providing means for public participation, establishing a public record, and organizing training sessions for responders and clean-up workers. The potential candidate will also be expected to fulfill emergency response-related activities in coordination with the USEPA, the Kickapoo Police Department, and the Kickapoo Fire Department. This will include coordination of monthly Tribal Emergency Response Committee (TERC) meetings, and the training for hazardous spill response between interested stakeholders. Depending on qualifications, this position has also fulfilled the Tribe's Emergency Manager function.

Responsibilities:

- Organize and coordinate work plan activities, budget and timeline to meet grant project goals.
- Support staff with preparation and management of materials and reports.
- Work closely with the community residents to maintain communication and promote project activities.
- Collect & input data; update existing brownfields inventory.
- Coordinates outreach, promotions and communications related to the Brownfields Cleanup
- Organize and coordinate community involvement events
- Support staff with tracking budget, milestones and deliverables per grant work plans
- Support staff with preparation of quarterly progress reports and maintain proper records
- Ensure accurate and timely preparation of grant fund reimbursements; create and maintain appropriate documentation to track grant finances
- Provide administrative support for recordkeeping, organizing and maintaining grant and contract file system, per federal requirements

- Provide general research and technical support for department staff

Minimum Education/Experience:

- Bachelor's degree with focus on environmental studies, natural sciences, resource management, management, planning, or other related field.
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Physically able to work in the field (lifting, carrying, supplies and equipment, planting, etcetera) during all seasons
- Valid driver's license and clean driving record

Desired Qualifications:

- Familiarity with ArcGIS and GPS
- Experience working with Native American tribes

Privacy Act:

Environmental Specialist must comply with all requirements and provisions of Subpart D. of 43 CFR, Part 2, which implements the Privacy Act (5 USC 552a) (i)(1).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Kickapoo Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Employee signature

Date