

**Chippewa Ottawa Resource Authority**  
**179 W. Three Mile Road**  
**Sault Ste. Marie, MI 49783**  
**Ph. 906-632-0043**  
**Fax: 906-632-1141**

**JOB DESCRIPTION**

**JOB TITLE:** Environmental Coordinator  
**DEPARTMENT:** Biological Service Division  
**CLASSIFICATION:** Full-time, Regular  
**REPORTS TO:** CORA Executive Director and CORA Board  
**COMPENSATION:** Commensurate with Relevant Education and Experience  
**POSTED:** Open Until Filled  
**SUBMITTAL:** CORA Executive Director

**POSITION SUMMARY:**

Under the direction of the CORA Executive Director and the CORA Board, the Environmental Coordinator is responsible for identifying and addressing environmentally-related issues that are important to CORA relative to the tribes' Great Lakes treaty fishing activities, which include representing tribal interests on standing inter-governmental bodies, overseeing issues related to contaminants in Great Lakes fish, and providing the tribes with information and recommendations for action.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following and other duties may be assigned.

- Presents tribal interests on many inter-governmental Great Lakes environmental committees.
- Addresses environmental issues impacting tribal fishery interests and advises tribes on management actions and courses of action.
- Establishes and maintains a fish contaminant database relative to the treaty fishery; including contaminant monitoring of tribally harvested fish, and participates in issues related to fish consumption advisories.
- Writes technical and administrative reports and presents results in written and/or oral formats.
- Investigates funding sources for environmentally-related projects and activities applicable to tribal fishery interests.
- Identifies important environmental issues and advises tribes on approaches and actions.
- Assists in planning program activities and developing strategies for addressing key issues.
- Organizes or attends formal and informal meetings and conferences.
- All other job-related duties as assigned.

## **POSITION REQUIREMENTS:**

- Minimum of a high school diploma, with a Bachelor of Science degree from a four-year college/university in Environmental Science, Environmental Sustainability, or other related field, and a minimum of two years' experience preferred.
- Experience in tribal communities and minimum of two years' experience preferred.
- Training or experience in issues related to climate change, contaminants, environmental justice, fisheries, or aquatic research preferred.
- Conducts required environmental observations, tests, and analysis.
- Stay updated with new environmental policies and regulations, and provide recommendations.
- Provide training and other environmental technical assistance when required.
- Assess' potential environmental risks and develop mitigation plans.
- Must be organized, strive for accuracy, and able to work under pressure situations.
- Must maintain confidentiality.
- Experience in working within inter-governmental committee structures preferred.
- Must function with each of the CORA Tribes in an impartial unbiased manner.
- Employee must present a professional appearance, attitude and demeanor in all situations.

## **PHYSICAL REQUIREMENTS:**

Position is considered light duty with lifting up to 20 to 50 pounds with frequent lifting/carrying up to 10 pounds. Physical factors include constant sitting and typing, frequent use of hearing and occasional standing, walking, carrying, stooping, kneeling, reaching, bending, manual handling, use of near vision, depth perception, color and field of vision. Must be able to travel.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have Michigan driver's license and be insurable.

## **WORK ENVIRONMENT:**

Primarily office environment, mostly daytime schedule 8:00 a.m. – 5:00 p.m.; extended hours may be necessary during peak periods. Overnight travel may be necessary. Extensive field and computer work.

General office environment. Frequent travel to meetings among tribes and with other governments, non-governmental entities, and individuals as necessary.

## **COMMETNS:**

Native American Preference will apply.