

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title:	Great Lakes Policy Specialist
Department:	Natural Resources Department
Reports to:	Environmental Services Manager
Salary Range:	\$19.52 to \$27.32 per hour / (\$40,593 to \$56,830) Annually
Status:	Non-Exempt
Level:	B24
Terms:	Grant Funded. Position ends when funds are no longer available.
Opens:	December 23, 2020
Closes:	January 13, 2021

SUMMARY: The Little Traverse Bay Bands of Odawa Indians (LTBB) Great Lakes Policy Specialist will help to restore and maintain the chemical, physical, and biological integrity of the Great Lakes Basin ecosystem through collaboration, planning, education and outreach. The position is grant funded; the grant is renewable annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in Great Lakes Water Quality Agreement (GLWQA) Lakewide Partnerships, and other GLWQA activities deemed appropriate. This includes but is not limited to attending and contributing to meetings and conference calls/webinars for the Lake Michigan and Lake Huron Partnership, planning, attending and/or presenting at State of the Lake Conferences, and providing technical expertise, cultural knowledge, LTBB priorities, and data for the Lakewide Action and Management Plans (LAMPS) and Annual Updates. May also include participation in the Great Lakes Executive Committee meetings.
- Stay up to date on Great Lakes Restoration Initiative (GLRI) Action Plan, policies, and other activities. Use this knowledge, and the Lake Michigan LAMP, to assist the LTBB Natural Resource Department (NRD) with strategic planning of GLRI projects at LTBB. Act as a liaison between LTBB and GLRI funding agencies, collaborating data and reporting when necessary.
- Stay up to date on permits, policies, issues, and topics that have the potential to impact, or do already impact on Tribal Treaty Rights including but not limited to invasive species, and water quality/quantity issues. Brief the Environmental Services Manager, LTBB Natural Resource Department Director, Natural Resource Commission and Executive on these findings along with suggestions for actions to address these concerns (comment letters, further outreach/education, etc.).
- Provide input/comments (with proper approval) on documents or policies regarding Great Lakes Policy that impact LTBB.

- Seek input from the LTBB Natural Resource Commission on Great Lakes Policy, inter- and intra-tribal coordination and management direction across multiple programs on priority goals, projects and resource allocation related to Great Lakes issues such as invasive species, habitat restoration, etc.
- Participate in and provide outreach/education activities to advance Great Lakes restoration and to support full involvement in ecosystem protection and restoration on tribal, local and regional issues, including but not limited to facilitating opportunities for public engagement through the LAMP Forum, public participation meetings, and other lake specific meetings and workshops.
- Provide inter- and intra-tribal coordination and management direction across multiple programs on priority goals, projects and resource allocation related to Great Lakes issues such as invasive species, habitat restoration, etc.
- Develop and plan projects that could be implemented by LTBB in support of LAMP.
- Maintain knowledge of LTBB policies and views regarding environmental protection.
- Maintain knowledge of Great Lakes policies, criteria, etc. regarding environmental protection.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

The Great Lakes Policy Specialist may be responsible for supervising other personnel or interns assisting with environmental related work.

EDUCATION AND EXPERIENCE:

Bachelor Degree in Environmental Policy, Environmental Sciences, Environmental Studies or related field required with a minimum of 2 years related experience. Master’s Degree in related field preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have experience with computer software such as Windows 2000, Office 2000 Pro, etc. Must be self-motivated, trustworthy, and dependable. Must possess excellent oral and written communication skills with attention to detail. Knowledge of Great Lakes issues and policies required. Experience with developing and presenting education/outreach materials preferred. Knowledge of GIS programs preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver’s license, reliable transportation and be insurable for duration of employment.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment.