

Kootenai Tribe of Idaho

P.O. Box 1269
Bonners Ferry, ID 83805
Ph# (208) 267-3519
Fax (208) 267-2960

JOB ANNOUNCEMENT

Job Title:	Environmental Program Air Quality Coordinator
Location:	Kootenai Tribe of Idaho Headquarters, Bonners Ferry, Idaho.
Wage:	$35-45/hour DOE plus benefits after successful 3 month probation.
Status:	Fulltime, Non-Exempt
Reports to:	Tribal Council

The Air Quality Coordinator provides administrative and program support for the Tribe's air quality efforts, working under the direction of Tribal Council to help plan, budget, and manage activities that protect the environmental health of the Kootenai Indian Reservation, aboriginal territory, and community. This position ensures the Tribe's air quality work stays in compliance with environmental laws and regulations, and coordinates closely with the Environmental Program Water Quality Specialist.

PRIMARY TASKS AND RESPONSIBILITIES

- Manage all aspects of the Tribe's Air Quality Monitoring Station, including retrieving data from the air station and uploading it to public reporting systems.
- Develop and track project budgets under Council's direction.
- Represent the Tribe in recurring meetings with federal land and environmental agencies, and in a regional tribal environmental coalition.
- Attend conferences, workshops, and trainings to stay current in the field.
- Support and help coordinate environmental programs and staff.
- Manage project and grant reporting, including federal air- and water-quality funding requirements.
- Communicate and correspond professionally with partner agencies and the broader environmental community.
- Coordinate across Tribal departments and with outside entities.
- Maintain data records, electronic filing, grant and contract compliance, and required permits.
- Provide general office support as directed by Tribal Council.

QUALIFICATIONS

- High school diploma plus at least 2 years of office/administrative experience.
- Strong organizational skills and ability to manage a varied workload.
- Comfortable working with data systems and technical monitoring equipment.
- Skilled in balancing a varied workload.
- Proficiency with Microsoft Word, Excel, and Adobe software.

- Valid driver's license; ability to be insured under Tribal policy.
- Must comply with the Tribe's Drug and Alcohol Policy.
- Completion of required training courses as needed.

Work Environment and Physical Demands:

- Mostly sedentary; occasional standing, bending, and lifting up to 30 pounds. Requires manual dexterity and visual acuity for computer work and document review.
- Ability to work in outdoor environments under variable weather conditions.

Application available at Kootenai Tribal Headquarters, 100 Circle Drive, Bonners Ferry, Idaho 83805 or via email from cralph@kootenai.org. Completed application may be returned in person, via email or "Attn C Ralph" at the address above

The Kootenai Tribe of Idaho gives preference to qualified Indian applicants in accordance with Chapter 19 of the Kootenai Law and Order Code.