



The Minnesota Chippewa Tribe

THE MINNESOTA CHIPPEWA TRIBE

ENVIRONMENTAL & NATURAL RESOURCES PROGRAM COORDINATOR

Division: Administration
Program: Administration
Reports To: Executive Director
Salary Level: Level 4
Supervisory: No
Status: Regular Full-time with Fringe Benefits
Revised: 5/10/2024

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582 Fax:
218-335-6925
Economic Development
218-335-8583 Fax:
218-335-8496
Education
218-335-8584 Fax:
218-335-2029
Human Services
218-335-8586 Fax:
218-335-8080

The Minnesota Chippewa Tribe, also known as the MCT, is a federally recognized tribe representing six inherently sovereign Ojibwe (Anishinaabe, Chippewa) Bands, each with its own identity, homeland, and governing structure.

The coordinator will address the priorities of the Minnesota Chippewa Tribe through management and monitoring of environmental and natural resources grants and sub-grants, coordination of environmental direction of the MCT, research of new funding opportunities, and development of new program strategies.

Reports to the Executive Director.

ESSENTIAL SKILLS

Management, Analytical Skills, Teamwork, Interpersonal Skills, Continual Learning, Integrity, Honesty, Service Motivation, Adaptability, Creativity, Empathy, Written and Verbal Communication Skills

DUTIES AND RESPONSIBILITIES

Manage and monitor the progress of EPA GAP grant and other awarded grants to ensure compliance with funding requirements and guidelines.

Maintain accurate records of all grant-related activities, including deadlines, submissions, and reporting requirements.

Prepare and submit timely and accurate financial and programmatic reports to funders.

Implement the EPA GAP program, Natural Resources subcommittee, and MCT environmental priorities through projects, communications, documentation, budgets, funding opportunities, and other related assignments.

Serve as the main point of contact for natural resources and environmental projects, issues, and communications.

Manage day-to-day office, phone, and email communications, including activity logs and report preparation.

Consult and collaborate with tribal environmental staff regularly on commitments, progress, and outcomes.

Develop and utilize good documentation and communication systems to ensure compliance with land ordinances, grant contracts, and other environmental priorities.

REQUIRED QUALIFICATIONS AND SKILLS

The ideal candidate will possess an enthusiastic interest in natural and/or environmental science or a related field and exhibits respect and a deep understanding for Anishinaabe values, ethos, and traditions.

A two (2) or four (4) year degree in natural resources, business administration, communications, or a related field is required.

Must demonstrate experience in grant research, writing, and submitting proposals, and must demonstrate competence in planning and managing post-award grant requirements.

Demonstrate effective organization and prioritization of tasks, projects, and deadlines, and be an expert at proofreading and editing documents, reports, and emails for accuracy and clarity.

Possess knowledge of basic math applications, budget management, and environmental protection activities.

Proficient in Microsoft Office Suite and managing office inventory, budget, schedules, and calendars.

Familiar with applicable Tribal, State of Minnesota, and Federal laws and regulations as they relate to environmental protection.

Must demonstrate competence operating computers and office management software, organization, and attention to detail.

Must be able to interact with all types of people, personalities, and lifestyles in a friendly, positive, and professional manner.

Strong conversation, negotiation, and listening skills are essential to effectively communicate with colleagues, Tribal leadership, local, state and federal agencies, staff, contractors, vendors, and other required professionals.

Must possess a valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.

PERSONAL CONTACTS

Engagement occurs with all levels of professional and support staff within the Minnesota Chippewa Tribe and its six member reservations. Additionally, interaction takes place with Tribal officials, Tribal Environmental staff, and representatives from the U.S. Environmental Protection Agency.

WORK ENVIRONMENT

The responsibilities of this position are performed in an office setting at the Minnesota Chippewa Tribe Office in Cass Lake, Minnesota.

PHYSICAL REQUIREMENTS

The work is primarily sedentary, requiring dexterity for the keyboard, and good vision, hearing and speaking ability. The position also requires movement around the office.

TRAVEL REQUIREMENTS

Travel will be needed to attend meetings and conferences or to coordinate environmental protection activities with staff on the member reservations.