



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Environmental Assistant

Position Location: Charles City, Virginia (potential for some telework flexibility)

Position Summary: The Environmental Assistant is a full-time (40 hours/week) position within the Chickahominy Indian Tribe's Office of Natural Resources and is contingent upon grant funding. This position will report to the Tribal Environmental Director and will be primarily responsible for completing work delegated by the Environmental Director to assist with the daily operation of the Environmental Department, and the fulfillment of grants and other environmental tasks.

Position Responsibilities:

- Responsible for tracking grant activities, objectives, and working within the budget;
- Maintains positive relations with regulatory, governmental, and granting agencies, and other Tribal environmental departments;
- Assists with implementation of environmental program work plans/activities and compliance with federal grant requirements;
- Keeps abreast of current trends and information in the environmental field;
- Assists with writing, preparing, and reviewing environmental documents;
- Prepares environmental newsletters, including writing of newsletter articles;
- Writing, preparation, and review of environmental documents;
- Responsible for general office duties including filing documents, completing and submitting payment requests, travel authorizations, travel expense reports, and agenda requests;
- Assists in developing quarterly grant reports and Tribal Council reports;
- Assists all environmental programs with work in the office and in the field, as necessary;
- Attends necessary training sessions and meetings;
- Works with local, regional, and national environmental groups and organizations;
- Other duties as assigned.

Position Requirements:

- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Strong interpersonal, organizational, and relationship building skills with the ability to work as part of a team;
- A problem solver who can work independently and be creative and resourceful;
- Must possess basic computer skills including Microsoft Office, specifically Excel, Word, Outlook, and Teams.
- Understanding of grants management and reporting;
- Understanding of environmental program activities;
- Must be able to work outdoors in the field and wetlands;

Position Qualifications:

- Minimum of a high school diploma required, associate degree in science or agriculture preferred;
- Experience with environmental projects preferred.
- Equivalent combination of education and experience will also be considered.

Salary and Benefits: The salary for this position is \$41,836 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Health insurance (partial employer contribution) and additional voluntary benefits (employee expense) are available for eligible employees working 30 or more hours per week.

Application Process:

- Applicants must submit a completed job application, cover letter, and résumé.
- Applications will be accepted on a rolling basis until the position is filled.
- Incomplete and late applications will not be considered.
- Applications may be mailed to: Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications can also be submitted electronically to: Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT (Chickahominy Indian Tribe) will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 1. Chickahominy Indian Tribal Citizen
 2. Citizens of other federally recognized Indian Tribes
 3. General public applicants