



Environmental Specialist Job Announcement

Job Title: Environmental Specialist

Supervisor: Executive Director

Salary: \$50,000 - \$55,000

Benefits: Generous benefits package and paid time off

Classification: Full-time; exempt

Location: Boise, ID

Start Date: Tentatively October 2021

Summary of Position:

The Environmental Specialist will serve as the lead point person on environmental issues for the Upper Snake River Tribes (USRT) Foundation and its four member tribes. The Environmental Specialist will continue to develop and coordinate the USRT Environmental Program, complete technical reviews, and assess impacts of Columbia/Snake River Basin management activities on its member tribes and their rights, resources, and activities. The ideal candidate is creative and solution-oriented have demonstrated the ability to develop, implement and manage effective policy and outreach strategies to achieve desired outcomes. They are an excellent writer and able to work effectively both independently and as part of a team. At least some knowledge of USRT member tribes' cultures, history, and political landscape is desired.

Key Responsibilities

Administrative:

- Fiscal responsibility
- Program reporting and preparing grant deliverables (quarterly, annual, and final reports) to funding agencies and USRT Executive Director

Environmental Program Development, Capacity Building, and Coordination:

- Continued development of the USRT Environmental Program
- Coordination amongst USRT and its member tribes for environmental project data sharing, communication, funding opportunities, and outreach
- Coordination with staff from EPA Region 9 and 10 and Washington office, other federal and state agencies, and non-governmental organizations
- Inventory and assessment of USRT member tribes' environmental programs, goals, objectives, and needs
- Coordination with peers at other Columbia Basin tribes and inter-tribal consortia on environmental issues in common with USRT member tribes

- Monitor ongoing policy and program activities of key government agencies/NGOS
- Increase the environmental capacity of USRT's member tribes
- Evaluation of coordination effectiveness and program development efforts
- Travel to member tribes' reservations (at minimum two trips to each reservation per year) and local, regional, and national meetings
- Obtain additional funding for program development

Assessment, Planning, and Participation:

- Further develop and refine USRT's work on climate change
- Identification, assessment, and synthesis of environmental actions by federal and state agencies and non-governmental entities that affect USRT's member tribes
- Participation in local, regional, and national environmental forums on behalf of USRT
- Creation of planning documents with work plans that can be effectively implemented
- Research and write comments on priority governmental agency actions
- Prioritize environmental actions and identify new projects
- Assess and evaluate project results

Desired Qualifications

- A degree in the environmental/natural resource sciences is necessary.
- Three or more years of professional experience in the environmental/natural resources fields and/or an advanced degree preferred.
- Strong research, writing, and editing skills.
- Knowledge and ability to review and assess the ecological effects of large river (e.g. hydroelectric systems) and land (e.g. mining, grazing, timber harvest) management practices on USRT member tribes' rights, resources, and activities and the competency to convey this information to a diverse audience.
- An understanding of climate change and water quality/quantity issues is strongly desired.
- Candidates should demonstrate some familiarity with state and federal environmental acts, laws, policies, and regulatory agencies applicable to the Upper Snake River Region and USRT's member tribes.
- Ideal candidate would be flexible, adaptable, forward-thinking, and organized.
- Experience working with Native American tribes, specifically in the Upper Snake River Basin or Columbia River Basin, is strongly preferred.

Work Environment

USRT is a nonprofit 501(c)(3) foundation. Most work at USRT is accomplished either in a small, team-oriented office environment or through self-direction. While the Environmental Specialist's work will be at the direction of the USRT Commission (two elected leaders from each of USRT's four member tribes), USRT Technical Work Group (technical staff from USRT's four member tribes), and the USRT Executive Director, there is an expectation that the individual hired will be self-motivated and able to work without supervision when necessary. Attendance, preparation, and participation in USRT Commission and Technical Work Group meetings, either in Boise or on the individual reservations, is a requirement.

Meetings with state, federal, NGO's, and other agencies throughout the Columbia River Basin and beyond may occur on a regular basis to accomplish necessary work. The ability to travel (approximately 20%) for work when necessary will be required. Special events or projects throughout the year may require the need to work an occasional night or weekend.

Salary and Benefits

Salary is \$50,000 - \$55,000 dependent upon experience. Full medical and dental coverage is provided. Generous holiday and retirement (401k) package.

How to Apply

Candidates must submit: 1) cover letter outlining their related experience, 2) resume, 3) writing sample, and 4) contact information for three professional references. Send materials by email to: alexis@usrtf.org with **Environmental Specialist** in the subject line.

Applications accepted until September 3, 2021 or until the right candidate is identified.

Contact alexis@usrtf.org with additional questions.