

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406-675-2700  
PERSONNEL OFFICE FAX: 406/226-2562  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail: [sherry.dupuis@cskt.org](mailto:sherry.dupuis@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Environmental Special Projects Coordinator  
**LOCATION:** Division of Environmental Protection  
Natural Resources Department – Polson, MT  
**SALARY:** \$24.91 to \$28.63 per hour, plus benefits  
**CLOSING DATE:** Thursday, August 15th, 2024 at 5:30pm

**SPECIAL CONDITIONS:**

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The Environmental Special Projects Coordinator position is a full-time, professional and technical position. Position is responsible for the implementation of the Division of Environmental Protection (DOEP) special projects as they become available.

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Implementing special project planning and coordination within each special project's workplan and budget.
- Compiles quarterly and annual summary reports and maintains daily records for project activities.
- Development of Quality Assurance Project Plans, Sampling and Analysis Plans, Standard Operating Procedures, and other work products to support all aspects of the project.
- Participate in interdisciplinary Tribal efforts and represent the DOEP at various meetings. As part of participation, prepares technical support correspondence and documentation.
- Prepares technical and non-technical documents and graphic materials including education outreach materials, monitoring plans, data assessments, and grant applications using professionally accepted techniques.

- Coordinate with Flathead Lakers for all related work.
- Advertise to schools for artwork to be put on posters or showers.
- Develops presentations for oral and written communications.
- Performs other miscellaneous assignments, as directed by supervisor.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- A Bachelor’s degree (BA or BS) in Environmental Science, Biological Science, Biology or closely related field is required.
  - Demonstrated abilities to work unsupervised in field situations.
  - Must be able to travel to various trainings and workshops both within and outside the state of Montana.
  - Applicant must be able to demonstrate analytical and problem-solving skills and have proficiency in MS Office (Word, Excel, Outlook, PowerPoint).
  - Knowledge of grant budgets, workplans and reports.
  - Have good leadership, interpersonal, written and verbal communication skills.
  - Must possess a valid driver’s license.
  - Must successfully complete an online defensive driving course upon hire and every three (3) years thereafter.
  - Must wear Tribal Government identification and safety apparel while conducting investigations and field activities.
- **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

**SUBMIT:**

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver’s license.
4. Proof of enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming veteran’s preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

**FOR MORE INFORMATION:** Contact Evan Smith, Water Quality Officer at 406/675-2700 Ext. 7203.