



Environmental Program Manager

SALARY RANGE: \$40,000 to \$60,000

Plus Benefits

BACKGROUND

The Monacan Indian Nation is Virginia's largest federally recognized tribe located in Madison Heights, VA on a six (6) acre campus. We are in a period of rapid growth and are looking for a full-time Environmental Program Manager to operate the Monacan Indian Nation Environmental Protection Program (MINEPP).

JOB SUMMARY

This position reports directly to the Tribal Administrator. This position will plan, direct, and/or coordinate one or more services of the MINEPP. This individual must be self-starter, efficient, and comfortable working with others and alone. Job training provided. Some travel will be required.

DUTIES & RESPONSIBILITIES

Duties include but are not limited to:

- Establish and oversee administrative procedures to meet objectives set by the Tribal Administrator, EPA (Environmental Protection Agency), or any other funding agency.
- Prepare and maintain records and reports, such as budgets, training manuals, or environmental project records.
- Oversee the program budget and policies regarding program requirements for the MINEPP.
- Program reporting as required under grant funding guidelines.
- Coordinate activities as outlined in the MIN GAP (General Assistance Program) Grant or other grants applied for.
- Apply for associated grants as needed.
- Attend and participate in Regional Tribal Operations Committee (RTOC) meetings as designated in the RTOC Charter.



REQUIRED QUALIFICATIONS

- Associates degree or equivalent work experience.
- Knowledge of the Monacan Indian history and willing to learn tribal programs.
- Proficient in Microsoft Office suite.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional communication skills, both written and verbal.
- Superior organizational skills and dedication to completing given projects.
- Administrative or managerial experience preferred.

PHYSICAL DEMANDS

Mostly sedentary position with travel required. Applicant must be able to lift, carry, push, and pull at least 50 pounds. Applicant must be able to work accurately and efficiently in a busy and sometimes stressful environment.

*Must live and reside within a 50-mile radius of the Tribal Center at Bear Mountain in Amherst County, Virginia. Or be willing to relocate within the distance requirement at own personal expense. *

**Criminal Background Check and Drug Screening required. **

***Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification of Indian heritage documentation certified by respective tribe of affiliation. ***

Position posted until filled.