



NORTHWESTERN BAND OF THE SHOSHONE NATION POSITION POSTING – 2/3/2024

Job Title: RETEC Administrator (RA)
Project: RETEC Consortia
Reports To: Tribal Council, Env. Director
Department: Tribal Env. Protection Office
Salary Range: \$52,400 - \$68,000 DOE
Drug Free Workplace: The Northwestern Band of Shoshone Nation is a drug-free workplace. All employees are subject to random drug screen

Status: Hourly, At-Will employee
Classification: Full Time (1.0 FTE) w/ benefits
Funding duration: November 2023 – September 2024
Location: Pocatello, ID/Ogden, UT and Remote work option available
Closing Date: **UNTIL POSITION FILLED**
Background Check: All employees must be able to pass a background check per the Northwestern Band of Shoshone Nation.

Position Description:

The Northwestern Band of the Shoshone Nation-TEPO seeks an energetic, self-directed individual for the position of RETEC Administrator to start a Consortia for Region 8 tribes and serve as a point person and information provider to local governments and various agencies on planning issues. The person in this role will prepare and deliver related presentations; plan and coordinate meetings, and other events; perform grant research, writing and management of related projects; this position will be primarily funded through grant funds and will lead the creation of the region's first consortia.

1. RA will get the tribes of Region 8 to agree and pass by-laws for the creation of the consortia.
2. RA will meet with Region 8 Tribes and compose an annual report that showcases each tribes environmental department, media programs and funding needs assessment. This report will be presented to the NTOC for implementation into the national budget.
3. The RA will purchase a tire shredder, utilizing NWBSN purchasing procurement procedures, for Region 8's use.

Other Duties

- Maintain well-organized filing system for documents and computer files.
- Research, and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.
- Participate willingly in NWBSN activities.
- Perform other duties as assigned.
- Work in a cooperative, professional manner with all NWBSN employees.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Casual work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NWBSN staff.



NORTHWESTERN BAND OF THE SHOSHONE NATION POSITION POSTING – 2/3/2024

- Treat NWBSN delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.

Qualifications:

- Graduation from an accredited two-year college or university with major course work in environmental sciences, policy, planning, or communication, and
- Four years of sustainability planning, project management, and/or regional coordination work experience, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.
- Experience working with tribal communities or a tribal organization preferred. Experience with tribes preferred.
- Must have intermediate to advanced skills in office automation software including word processing, spreadsheet, database, and publication design (MS Office preferred; experience with Adobe InDesign a plus).
- Experience preparing written reports and documents for public dissemination preferred.
- Experience creating and giving oral presentations to a variety of audiences.
- Strong oral and written communication skills.
- Excellent organizational skills and demonstrated ability to carry out responsibilities with minimal day-to-day supervision.
- Ability to communicate in a friendly, courteous and professional manner.
- Strong and demonstrated record for good attendance.
- Demonstrated discretion, tact, knowledge, judgment, and overall ability to work effectively with federal, tribal, and other professionals and facilitate participation and partnerships in program activities.
- Sensitivity to cross-cultural differences, and ability to work effectively within their context.

Applicants must agree to serve a minimum three-month probationary period during which time their employment can be terminated at will.

Typical Physical Activity:

Physical Demands:

Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Constantly requires standing and/or sitting for sustained periods of time. Constantly requires use of a computer, keyboard, and mouse. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.



NORTHWESTERN BAND OF THE SHOSHONE NATION POSITION POSTING – 2/3/2024

Travel Requirements: Travel outside of UT/ID occasionally required. Overnight travel outside of the area is infrequently required. Depending on organizational, Tribal, local, and state travel rules, travel to and from Tribal sites, conferences, and meetings may become more frequent.