POSITION DESCRIPTION

**POSITION:** AIR QUALITY COORDINATOR

**LICENSED:** NO

**LOCATION:** Bay Mills Indian Community

**STATUS:** Non-Exempt

**REPORTS TO:** Director of Biological Services

**GRADE:** DOE

**POSITION SUMMARY:**
This is a part time position. The Air Quality Coordinator will be responsible for executing air quality and education and outreach projects, and intergovernmental consultation and collaboration within the General Assistance Program (GAP) under the Performance Partnership Grant. The GAP grant seeks to support, protect, and improve air, land, and water resources of the Bay Mills Indian Community Reservation through greater public participation and inter-departmental coordination. The Air Quality Coordinator is expected to pursue authority and development of an Air Quality Monitoring and Protection Program under the Clean Air Act Sections 103 and 105. The Air Quality Coordinator will also contribute on broader Tribal environmental priorities as needed or as documented in a joint EPA-Tribal Environmental Plan.

**ESSENTIAL FUNCTIONS:**
1. Administration and budget oversight of relevant grants, projects, and programs.
2. Report writing and work plan development of specific projects.
3. Assist with development and management of new and ongoing activities pursuant to the General Assistance Program.
4. Review, analyze, and provide comment on environmental issues that may affect treaty or trust resources. Provide technical review and evaluation of management actions.
5. Assist with grant writing to support the goals of the GAP work plan.
6. Develop education and outreach programs for the community.
7. Reporting to supervisors and the Executive Council.
8. Attend meetings and conference calls as a representative of Bay Mills Indian Community.
9. Interact with professionals from other Tribes, the EPA, and other federal, state, and local agencies
10. Some oversight of technicians and interns as opportunities arise.
11. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Director.
12. Other duties may be assigned within the scope and complexity of this position’s essential functions.

**PHYSICAL REQUIREMENTS:**
This position may require working during adverse weather conditions. Rarely, fieldwork and/or office duties may require the employee to begin early in the morning, work late into the evenings, and travel long distances. Heavy lifting (> 40 pounds) will be required and the employee should be in good physical condition.

**POSITION REQUIREMENTS:**
1. Successful completion of at least a bachelor’s degree in Environmental Science, Natural Resource Management, Waste Management, Sustainability, Community Planning, Engineering, or other related field
2. Understanding of basic environmental science principles
3. Understanding of pollution issues, and best management practices
4. Must have excellent written and verbal communication skills. Good technical writing, oral communication and presentation skills
5. Ability to work with partners and other agencies
6. Strong organization skills and ability to manage a diverse array of responsibilities/activities
7. Knowledge and experience in grant writing and management
8. Knowledge and experience in budget management and development
9. Experience using Microsoft Office suite (Outlook, Word, Excel, PowerPoint, Publisher)
10. Knowledge of GPS equipment and GIS software – ArcGIS Pro and a willingness to seek training
11. Experience planning and organizing volunteer or community events
12. Must be available for overnight travel and occasional weekend work
13. Must have an excellent past work record as demonstrated from reports from past employment references
14. Must have a valid driver’s license with a good driving record
15. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description
**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** March 15, 2022 (4:30pm)

**APPLY TO:** Send Resume and Application to:

Erin Forrester; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

 eforrester@baymills.org
Subject: Air Quality Coordinator

**Applications can be found on the Bay Mills website at www.baymills.org under the employment section**