

**CHEMEHUEVI INDIAN TRIBE**  
**P. O. Box 1976**  
**Havasu Lake, CA 92363**  
**Tribal Employment Rights Office (TERO): Phone (760) 858-5100**  
**tero@cit-nsn.gov**

**INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).**

TERO 10/31/16

**Environmental Outreach & Education Coordinator**

**STATUS:** Permanent/Full Time/Non-Exempt  
**DEPARTMENT:** Environmental  
**REPORTS TO:** Department Director  
**MINIMUM SALARY:** \$12.50/hour  
**CLOSING DATE:** 3-22-17

**Duties and Responsibilities**

- Schedule and coordinate presentations and workshops, create educational materials, and meet with Environmental Director and staff for planning specific outreach events;
- Maintain calendar of events for Department;
- Create and maintain education materials and files (using Microsoft Office);
- Create and maintain power-point presentations, brochures, and display boards;
- Create and maintain an environmental curriculum for educators as needed;
- Maintain monthly newsletter and Department web-site;
- Assist in maintaining the environmental resource library;
- Perform general office work, i.e. faxing, filing, answering telephones, department mail, payments, receipts, data entry for accounts receivable, and match invoices to source documents;
- Maintain and order office supply inventory and office forms, keep readily available for staff
- Travel when necessary for training, meetings or presentations;
- Provide monthly reports for meetings and resource library;
- Research grants and educational materials to present to the Environmental Director;
- Perform other duties as assigned; and,
- Be dependable and flexible.

**Qualifications**

- High School diploma or GED equivalent; prefer clerical experience and background knowledge in environmental
- Proficient in office equipment (phone, fax, computer and related programs) & computer applications (Microsoft Word, Excel) and in operating various office machines;
- Ability to communicate effectively (orally and written) & Strong organizational skills;
- Must be a team player as well be able to work independently with minimal supervision;
- Ability to maintain effective working relationships with people in varied economic, educational and cultural background;
- A positive attitude with a pleasant and courteous disposition
- Valid driver's license and insurance (DMV driving record printout required);
- Pass a pre-employment drug screen