

## **JOB ANNOUNCEMENT**

**TITLE:** Lead Program Coordinator

**OPENING DATE:** February 13, 2008

**CLOSING DATE:** February 27, 2008

**LOCATION:** Nett Lake

**IMMEDIATE SUPERVISOR:** Environmental Health Specialist

**STARTING RATE AND GRADE:** \$12.75/per hour (N-7)

### **JOB SUMMARY:**

The Lead Program Coordinator will provide outreach and education on compliance with lead-based paint regulations and the potential risks to public health and the environment. The position will also provide technical assistance and administrative support to Bois Forte Environmental Services staff and programs.

### **EDUCATION:**

1. BA/BS degree in an environmental, education, science, or health related field is preferred.
2. Relevant work experience may be substituted for educational requirements.

### **QUALIFICATIONS:**

1. Must possess excellent verbal and written communication skills to work with the general public and federal, state, local, and tribal officials in a professional manner.
2. Must have the ability and willingness to travel for training, meetings, and workshops.
3. Must possess a valid driver's license and be insurable under the RTC insurance policy **OR** have current auto insurance and the use of a privately owned vehicle for business purposes.
4. Must be willing to receive training and become certified in the areas of lead-based paint and other environmental health and regulatory programs as necessary.
5. Must be knowledgeable in environmental health and regulatory programs and be able to teach and train others about a variety of environmental topics.
6. Ability to plan and complete work objectives within specific timeframes.
7. Must be effective in handling multiple duties and responsibilities.

8. Possess natural creative talent in developing visual educational materials, programs, and outreach functions.
9. Requires regular on-time attendance and ability to meet project goals, objectives, and deadlines.

**DUTIES AND RESPONSIBILITIES:**

1. Plan and coordinate local and regional informational outreach sessions on lead-based paint and other environmental health issues.
2. Work with the Nett Lake School and other regional tribal schools on various environmental education programs and functions.
3. Develop quality environmental outreach materials (i.e. brochures, pamphlets, posters, etc.) for local and regional distribution.
4. Research, develop, and distribute educational information on lead-based paint and other environmental issues.
5. Develop curricula for environmental training sessions for regional tribal environmental, health and housing professionals.
6. Prepare informational articles for periodic inclusion in the Bois Forte News.
7. Assist with environmental testing, inspections, and assessments of tribal residences and buildings on the Bois Forte Reservation.
8. Assist with maintenance of environmental testing equipment and assist in preparation of all necessary QA/QC procedures.
9. Perform office duties such as phone call reception, typing, filing, organizing, and planning for environmental programs.
10. Represent the Bois Forte Tribal Government in a positive and professional manner in the community and other regional communities.
11. Complete other environmental health and safety duties and responsibilities as assigned.

**INDIAN PREFERENCE WILL APPLY.**

**PRE-EMPLOYMENT DRUG TESTING REQUIRED**

Submit complete applications to: Patti Wilkie, Human Resources Director, PO Box 16, Nett Lake, MN 55772

Phone: 218-757-3261. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application.