

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
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## JOB DESCRIPTION

**TITLE:** ENVIRONMENTAL INFORMATION AND EDUCATION SPECIALIST  
**DEPARTMENT:** LAND USE – ENVIRONMENTAL WASTE MANAGEMENT PROGRAM  
**SALARY:** \$27.48 – \$30.78 G14-15/ S1  
**OPENS:** February 13, 2023  
**CLOSES:** February 24, 2023  
**CAREER STATUS:** **EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

The Environmental Information and Education Specialist is a professional position with the Environmental Waste Management Program in the Shoshone-Bannock Tribes Land Use Department. The Environmental Information and Education Specialist will need a background in either Environmental Science, General Science, or Environmental Engineering and a demonstrated ability and experience to communicate complex environmental and scientific issues to the lay public. Experience in public speaking and creating outreach materials required. Candidate should have 2 years' experience working with the public and general knowledge of environmental science and associated regulations. Candidate must be willing to perform work in an office setting and, in the field, as required.

### SUPERVISION:

This position will be under the direct supervision of the Environmental Waste Management Program Manager.

### DUTIES AND RESPONSIBILITIES:

- Communicating with community members to determine what environmental issues are most important to them and how they can be addressed
- Providing information about environmental issues to the public through brochures, pamphlets, and other informational materials
- Promote environmental awareness through events such as Earth Day celebrations and Arbor Day ceremonies
- Improves existing environmental outreach programs.
- Developing lesson plans and activities based on current scientific research on environmental topics

- Assist in the field sampling activities, as needed.
- Perform other duties and tasks as assigned by management.

**QUALIFICATIONS:**

Required to have a Bachelor’s Degree in Environmental Science, Biology, ecology or a similar field. High School diploma or equivalency. 2 or 4 year degree in Environmental Studies is a plus.

**Minimum qualifications (Grade 14):**

- High School Diploma or GED with one year of college; and
- Fifteen (15) or more years of experience related to human and environmental safety such as EPA laws and creating/implementing effective compliance programs.

**Preferred qualifications (Grade 15):**

- Master’s degree in Science, or related degree with a passion for protecting the environment.

**OR**

- Bachelor’s Degree from an accredited institution of higher education in Science, or a related degree; and
- Three (3) years’ experience in Environmental Education.

**Additional Requirements:**

- Proficiency with basic computer skills and working knowledge of word processing, spreadsheet, and publishing software.
- Knowledge of Environmental Regulations particularly RCRA, CERCLA and NEPA.
- Knowledge of the Shoshone Bannock Tribes Waste Management Act (including associated rules).
- Attention to detail and perform multiple tasks.
- Ability to work with little or no direct supervision and an aptitude to complete assigned work.
- Ability to analyze a situation and make a decision(s) based on information provided.
- Work in a variety of settings including outdoor environment, classrooms and/or conference rooms.

Strong leadership skills to help motivate the team and encourage them to complete their tasks as scheduled and budgeted.

**Familiarity with the following is preferred:**

- Tribal Environmental Regulations (i.e., Waste Management Act)
- Resource Conservation and Recovery Act (RCRA)
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)
- Environmental Protection Agency
- Other Environmental Regulations (either other Tribal Nations, Federal or State)

Must have a valid Idaho driver’s license and insurable with the Shoshone Bannock Tribes Insurance Company.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

**IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.