



# Redwood Valley Little River Band Of Pomo Indians

3250 ROAD I, REDWOOD VALLEY, CALIFORNIA 95470 707-485-0361

## POSITION DESCRIPTION

**Job Title:** Climate Assistant/Environmental Education  
**Supervisor:** Climate Change Coordination/EPA Director  
**Supervises:** Not Applicable  
**Salary:** \$ 20 hour  
40 hours per week

### Position Summary:

Under the Supervision of the EPA Director and the Climate Change Coordinator, this position will design educational activities to increase the community awareness of climate change and its impact on the Tribe.

### Duties and Responsibilities:

1. Ability to provide and share information about climate changes orally, written documents, educational materials and reports, and art.
2. Obtain tribal members perceptions of how climate change is affecting them
3. Interview Tribal Members (especially elders) about the past, present, and future environmental changes and the impact.
4. Interact with children and community members and identify creative methods to educate them about climate change.
5. Engage youth participate in climate mitigation activities and surveys.
6. Work with the EPA Department on identifying expected outcomes resulting from educational projects.
7. Provide weekly reports to Climate Change Coordinator on project activities and outcomes.

### Preferred Knowledge and Skills:

1. Ability to work cooperatively with Tribe and tribal community.
2. Knowledge and/or experience working with tribal governments desired.
3. Ability to work independently and produce project outcomes.
4. Ability to work cooperatively with other tribal departments and outside agencies to produce and meet project goals and objectives.
5. Ability to write and produce visual educational materials.
6. Identify and document native plants and their traditional uses.
7. Ability to develop educational activities and information for youth and community.
8. Ability to plan and design educational activities that are within the scope of the grant.



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9. Must be dependable and reliable with a desire to learn.
10. Demonstrate initiative and be available for training as directed.
11. Basic knowledge of Microsoft Office, CANVA and internet research; and other specialized software.

### **Qualifications:**

- GED, AA degree and/or equivalent experience in related field.
- 3 to 5 years' experience in environmental activities, education and community strategies.
- Proficient with all MS Office applications (Excel, Word), Outlook and Internet.
- Valid driver's license, acceptable DMV record and proof of auto insurance required.
- Background check required.

### **Indian Preference:**

Preference in filling this position will be given to qualified Native American applicants in accordance with the Indian Preference Act (Title 25, U.S. Code)