



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-0040	<b>Opens:</b> 05/22/24 <b>Closes:</b> OUF
<b>Position Title:</b> GAP-EPA Coordinator	
<b>Salary Rate:</b> \$20.00 - \$25.00 per hour	<b>Duty Location:</b> Anadarko, OK

### JOB SUMMARY

**Reports To:** The GAP-EPA Coordinator will be responsible for overseeing and implementing the Kiowa Tribe's GAP-EPA program. The program focuses on conservation and protection of the Tribe's natural resources, as well as ensuring compliance with environmental regulations.

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Bachelor's degree in Environmental Science, Natural Resources Management, or a related field.

- Develop and implement strategies to protect the Tribe's natural resources.
- Conduct environmental assessments and monitoring activities to identify potential environmental risk and issues.
- Collaborate with other departments within the Tribe to ensure compliance with environmental regulations.
- Develop Kiowa Tribe's Management Plan.
- Work with community members and other stakeholders to raise awareness about environmental issues and promote sustainable practices.
- Develop and deliver environmental education programs to Tribal members, schools, and the broader community.
- Complete workplan commitments.
- Maintain budgets and cuff account for grant requirements.
- Administrative duties such as filing, record keeping, and arranges travel.
- Prepare and update Quality Assurance Project Plans.
- Maintain accurate records and documentation related to the GAP-EPA program, including grant applications and reporting requirements.
- Attend meetings and events related to environmental protection and conservation, and represent the Kiowa Tribe at regional and national forums. Travel within the region to attend meetings and conferences.
- Quarterly Progress Reports.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays                      Medical / Dental / Vision  
\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee  
401K with 3% employer contribution, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- At least 3 years of experience working in environmental protection or conservation.
- Strong knowledge of federal and state environmental regulations and policies.
- Excellent written and verbal communication skills. Strong organizational and project management skills.
- Ability to work collaboratively with tribal members, community organizations, and government agencies.
- Knowledge and understanding of Kiowa culture and traditions preferred.
- Must possess a valid Oklahoma State Driver's license and be insurable under Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Drug-Free Workplace Policy.

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or  
**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*