



Kashia Band of Pomo Indians – Stewarts Point Rancheria  
Job Description:



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**Job Title:** Environmental Education Coordinator  
**Department:** Kashia Department of Environmental Planning  
**Supervisor:** Director of Environmental Planning  
**Location:** Environmental Department Tribal Office/Kashia Tribal Lands  
**Hours:** 32 hours/week (1 year minimum, may be extended pending funding)  
**Salary:** Range: \$17 – \$24 per hour – based on experience  
**Closing Date:** February 15, 2023

### **Position Summary:**

This is a part time position within the Environmental Department of the Kashia Band of Pomo Indians. Under supervision of the Director of Environmental Planning, the Environmental Education Coordinator will coordinate environmental education events and youth programs, develop educational materials and curriculum, conduct community outreach, and develop/manage KDEP's media platforms. Topics of interest may include environmental stewardship, marine science, forestry management, watershed science, non-point source pollution, etc.

### **Essential Duties & Responsibilities:**

*Typical duties may include, but are not limited to the following:*

- Coordinate and help manage environmental education events/summer programs/campouts
- Coordinate and help manage KDEP's internship program(s)
- Develop educational materials and curriculum for programs (brochures, pamphlets, flyers, activity books, videos)
- Assist in managing KDEP's Quarterly Newsletter
- Assist in managing and developing social media posts for KDEP's Instagram page
- Document/Record/Photograph community engagement activities
- Assess education programs and provide recommendations
- Other duties as assigned

### **Qualifications:**

High School Diploma or GED and bachelor's degree and/ or equivalent experience in education, outdoor recreation, natural resources and/or related field. Must possess and maintain a valid California driver's license or capable of obtaining one within thirty-days of employment. Must be insurable by the Tribe's Driving Policy. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

### **Required Knowledge, Abilities, Skills and Certifications:**

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, both verbally and in writing.

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- Ability to work independently, and effectively handle multiple assignments simultaneously.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Publisher and presentation software (such as PowerPoint).
- Skill in using different media platforms (Facebook, Instagram, YouTube, etc)

**Desired Knowledge, Abilities, Skills and Certifications:**

- Experience working in outdoor and/or science-based education
- Experience in curriculum development
- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of the functions and structure of the Kashia Tribe.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the Kashia Tribal ancestral lands.
- Knowledge of basic environmental terms.

**Work Conditions:**

Work is regularly performed both indoors in an office setting and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Must be physically fit to complete field work if necessary and lift or move up to 50 pounds if required. Situations where safety-toe shoes, safety goggles, gloves, protective face shields or hardhats are needed may occur. Evening and/or weekend work may be required. Travel may be required to participate in trainings, meetings, conferences, presentations, and other events.

For more information, please contact Nina Hapner, Director of Environmental Planning (707) 591-0580 x 107, [nina@stewartspoint.org](mailto:nina@stewartspoint.org).

Applications may be picked up at:

[www.stewartspoint.org](http://www.stewartspoint.org)

Kashia Band of Pomo Indians of the Stewarts Point Rancheria

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