



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

Job Opportunity: KTJA-24-0010	Opens: 11/13/2023
Position Title: Climate Resilience Technician	Closes: 11/23/2023
Salary Rate: \$10,000/Year (Part-Time)	Duty Location: Anadarko, OK

JOB SUMMARY

The Climate Resilience Technician will provide critical support to the Kiowa Tribe's Climate Pollution Reduction Program, funded by the Environmental Protection Agency (EPA). In this part-time role, the Climate Resilience Technician will work closely with the Climate Resilience Manager and the Natural Resources Director

Goal: The Climate Resilience Technician will assist in the Climate Resilience Manager in the management and coordination of activities related to the Climate Pollution Reduction Grant, ensuring compliance with grant requirements and timelines.

Reports To: Climate Resilience Manager

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's degree in environmental science, climate studies, sustainability, or related field (relevant coursework or certifications may be considered).

- Collect, analyze, and maintain climate data and research to contribute to informed decision-making and project planning.
- Collaborate with tribal members, community stakeholders, and partners to facilitate outreach and engagement efforts related to climate resilience initiatives.
- Support the Climate Resilience Manager in the implementation of climate mitigation and adaptation projects, including logistical coordination and monitoring.
- Assist in the preparation of reports, documentation and grant-related materials as required by the EPA, tribal leadership, and other stakeholders.
- Adheres to and follows all Tribal policies and procedures.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) 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, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
 - Submit to and pass a pre-employment background check and pre-employment drug test.
 - Must be able to conduct fieldwork in various outdoor environments, which may include
- HOW TO APPLY:** Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.
SUBMIT TO: 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.