

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Energy Assistant
Department: Mashkiiziibii Natural Resources Department (MNRD)
Hourly Rate: \$19.00-25.00 DOQ
Full Time: 40Hrs/Week
Exempt: No
Supervisor: Energy Program Manager
Posting Date: Public
Opens: ~~December 20, 2024~~
Closes: ~~January 10, 2025 at 4:30 PM~~
Posting Date: Public
Opens: February 13, 2025
Closes: Open Until Filled



Benefits

Excellent family Insurance
Paid Holidays: 17 Full + 2 ½ days
Personal Leave: 24 Hours renewed annually to use upon hire
Sick: 8 hours accumulated monthly, limit 300 hours
Annual: 8 hours accumulated monthly, increases with years of service

Summary:

The Energy Assistant will assist the Energy Program Manager in running the Energy Program and will be responsible for providing a wide range of clerical duties and administrative services for various MNRD and other tribal staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assists the Energy Program Manager, Minigrad Project Manager, and other Project Manager(s) in the organizing, implementing, and directing the day-to-day functions of the program, its projects and activities.
- Check the gauges of Bad River's solar fields to ensure the solar panels are working and aren't in need of maintenance
- Will maintain familiarity with current energy grant and funding opportunities and processes.
- Will attend all meetings necessary to facilitate the flow of information regarding development, implementation, and execution, problem identification, analysis, and/or resolution. Will set up meetings, send calendar invites, and complete other meeting logistics, including taking notes as needed.
- Maintain a positive relationship with Tribal staff, community members, and existing and potential partners, including but not limited to U.S. Department of Energy staff, University staff, utility companies, engineers, non-profit organizations, and investors.
- Answer phone calls, respond to messages or inquiries, and assist visitors to the Cultural Education Center.

- Procure, create, copy, scan, and organize necessary documentation as needed. Maintain all records and data collected.
- Assist with budget management and meeting project-related financial goals, including seeking approval for purchases and submitting invoices for payment through the required financial software (e.g., Microix).
- Cross-train with the MNRD Administrative Assistant to assist with or fill in duties as needed.
- Assist with MNRD outreach and engagement activities.
- Will be required to travel as needed.
- Other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High School diploma or its equivalent.
- Willingness to learn
- Knowledge of Microsoft and Google software.
- Awareness of Tribal sovereign rights and culture.

Preferred:

- Associate's degree or higher degree in Natural Resources, Energy, or Business.
- Awareness of traditional ecological knowledge.
- Two years of experience relevant to the position.
- Knowledge of renewable energy and energy efficiency concepts.

Other Skills and Abilities:

Required:

- This is a preferred driver position.
- Ability to coordinate with large diverse groups of people.
- Strong organizational skills.
- Strong customer service skills.

Background Check:

This position is contingent on the required ability to pass a Bad River background check

This is a preferred driver position. An eligible driver must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Strong computer skills.
- Oral and written communication skills.

Reasoning Ability:

- Experience working with a diverse team of project partners.
- Works cooperatively with project team and resolves conflicts as they arise.
- Understands the socio-cultural factors associated with the community.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud. Work may be stressful at times. Interaction with others is constant and interruptive. Overnight travel is required.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov