

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Energy Project Manager

Department: Mashkiiziibii Natural Resources Department (MNRD)

Hourly Rate: \$20.00-32.00 DOQ

Full Time: 40Hrs/Week, Funded through ~~11~~ December of 2029

Exempt: Non-Exempt

Supervisor: Energy Program Manager



Posting Date: PUBLIC

Opens: October 6th, 2026

Closes: October 16th, 2026 @4:30pm

Summary:

The Project Manager will assist the Energy Program Manager in executing various Bad River energy projects.

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

- Assist the Energy Program Manager in planning, developing, organizing, and implementing energy projects.
- Coordinate with Tribal staff and community members along with partners, including U.S. Department of Energy staff, University staff, utility companies, engineers, non-profit organizations, and investors to achieve project success
- Will attend all project meetings necessary to facilitate the flow of information regarding development, implementation, and execution, problem identification, analysis, and/or resolution.
- Procure, create, and organize necessary project documentation as needed. Maintain all records and data collected. This includes, but it is not limited to, completing necessary and required approvals (e.g., MNRD Project Reviews, Tribal Service Line Agreements).
- Ensure grant reporting obligations are met.
- Assist with budget management and meeting project related financial goals.
- Monitor project progress to ensure project milestones are met throughout the duration of this project.
- Travel as required for training, project execution, and outreach.
- Complete outreach and engagement with Tribal Council, Tribal Departments, and community during critical phases of the projects.
- Assist MNRD with responsibilities under the Tribe's Utility Codes as assigned.
- Other duties as assigned by supervisor and/or MNRD Director/Deputy Director.

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.

Cultural Sensitivity:

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

Education and/or Experience:**Required:**

- Associate's degree in management, renewable energy, or another related field.
- Algebra proficiency
- Knowledge of renewable energy technology.
- Knowledge of Microsoft and Google software.
- Ability to coordinate with large diverse groups of people.
- Awareness of Tribal sovereign rights and culture.

Preferred:

- Bachelor's Degree or higher in management, renewable energy, or another related field.
- Proficiency in Microsoft Excel.
- Understanding of AC and DC electricity.
- Mechanical knowledge of tools, machines, and structures.
- Three years' experience in project management.
- Knowledge of solar and battery energy storage systems.
- Knowledge of grant administration and budget management.
- Awareness of traditional ecological knowledge.

Other Skills and Abilities:**Required:**

- This is a required driver position
- Strong organizational skills

Background Check:

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

This is a required driver position, 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