



## Rincon Band of Luiseño Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



# JOB ANNOUNCEMENT

**Title:** Environmental Administrative Coordinator

**Requisition Num.:** 033-2022

**Open Date:** 11/14/2022

**Closing Date:** Until Filled

**Department:** Environmental

**Classification:** Full-Time / Non- Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Opportunity:** This position is responsible for providing the administrative coordination of environmental department services, contacts, and assigned activities. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon

### JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Provides general administrative support as needed to include typing memos and letters, organizes files, processes invoices, copying, proofreading, data entry and preparation of correspondence.
- Assist with administration of complaints, reports, and court proceedings relevant to environmental enforcement.
- Assist with the coordination of septic tanks, water lines, and disposal sites related issues.
- Assist with Environmental outreach program research and development.
- Assist with the Coordination of Tribal community recycling program.
- Assist Manager in the development of the environmental enforcement branch.
- Provide written, oral, and computer-based presentations to Tribal Council, General Membership and Government Agencies for program reporting, project status, and department outreach.
- Ensure all contracts are maintained and managed for the department.
- Orders supplies and maintains adequate office inventory ensuring an overall efficient and effective work area.
- Maintain technical records, files, and document all investigations and citations for violations under the Environmental Code
- Attend conferences and technical related trainings.

### OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and trainings.
- Perform other related duties as required.

## To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

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## Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

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## JOB QUALIFICATIONS

### Education/Experience and/or Training:

- High School Diploma or General Education Degree (GED). Two (2) years of general office, personnel administration, or any equivalent combination of training and experience. Must have intermediate skills of Microsoft Office (Word, Excel and Power Point), and must have excellent customer service skills highly preferred.

### Licenses or Certifications:

#### The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

### Work-Related Knowledge:

- Federal Environmental Law (preferred)
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

### Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

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**Resumes will not be accepted in lieu of completed application forms, but may be attached.**

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### Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

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### Rincon Tribal Government – Core Values

*Trust*

*Integrity*

*Open and Honest Communication*

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