

JOB ANNOUNCEMENT

Title: Environmental Administrative Coordinator

Requisition Num.: 036-2025

Open Date: 03/19/2026

Closing Date: Until Filled

Department: Environmental

Classification: Full-Time/Non-Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the general supervision of the Environmental Director, the Environmental Administrative Coordinator will develop, implement, and coordinate environmental activities consistent with Rincon Tribe's goals of environmental justice and stewardship. This position is responsible for providing administrative and project coordination for environmental and water quality projects. This position is responsible for the implementation and management of outreach and education activities to engage Tribal Members, staff, and stakeholders in the environmental programs as well as contributing to advancement of Tribal Environmental program goals and objectives. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

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, organizing 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.
- Assist Director of Environmental and Environmental Specialists with composing written and computer-based presentations to be presented 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.
- Assist the Environmental Department to promote public environmental awareness and education.
- Assist the Environmental Director to keep track of budgets for environmental programs.



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



To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to 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.

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.

JOB RESPONSIBILITIES CONT'D

- Order supplies and maintains adequate office inventory ensuring an overall efficient and effective work area, while working within the approved budget as directed by manager.
- Maintain technical records, file, and document all investigations and citations for violations under the Environmental Code.
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Proficient with Microsoft products (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problems, problem solving skills through the use of available training and helpdesk.
- Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.
- There are multiple deadlines associated with this position and the employee may be required to work overtime as directed by the manager when necessary to reach goals.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

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.
- Ability to multi-task while maintaining vigilant attention to detail.
- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

3 Job Announcement, Cont'd. – Environmental Administrative Coordinator

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. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

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

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Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Two (2) years of general office, personnel administration, or any equivalent combination of training and experience.
- Good judgment, planning and strategy making skills are essential.
- The ability to research and analyze various different types of data information.
- Must have intermediate skills of Microsoft Office (Word, Excel, and Power Point).
- 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.

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.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
