

Full Time Professional Position for Communication Specialist

Bruce A. Austin baagll@rit.edu

4 August 2003

The National Tribal Environmental Council, a non-profit organization of Indian tribes dedicated to enhancing the environmental protection capacity of tribes, seeks a communication specialist to fill the following position:

Air Quality Communications Specialist to recruit tribal environmental staff for involvement on tribal air quality initiatives; Develop effective outreach strategies regarding tribal air quality issues; Design promotional items such as fact sheets and brochures; Create and distribute communication pieces through newsletters and other outlets; Develop and deliver presentations on tribal air quality issues; Plan and promote air quality meetings and other related events; Synthesize policy and technical reports into short briefs for tribal representatives; Draft letters and memorandums related to tribal air quality issues; Manage content on the air quality program's Web site Western Regional Air Partnership (WRAP) functions; Serve as a member of the WRAP's Communications Committee; Attend relevant Committee and Forum meetings; Record and distribute minutes of Tribal Caucus meetings; Staff exhibit booth at regional and national conferences; Perform other key functions to support the air quality program.

Qualifications: Bachelors degree in environmental communication, environmental studies, environmental science or related field; or two years experience working in a similar position. Desired knowledge, skills, and abilities: Experience working with tribal populations; Familiarity or interest in air quality issues; Excellent interpersonal and communication skills; Strong writing skills; Ability to develop articles, brochures and other collateral materials using original and innovative techniques or styles;

Ability to synthesize complex information into brief synopses; Ability to effectively handle multiple assignments simultaneously. Salary range \$32,000 - \$36,000 plus health/dental/life insurance benefits, paid holidays and vacation time.

Position is open until September 5, 2003. Mail cover letter, resume and a writing sample to: National Tribal Environmental Council, 2501 Rio Grande Blvd., NW, Suite A, Albuquerque, NM 87104, or E-mail bgrantham@ntec.org. NTEC Web site www.ntec.org