



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: June 15, 2022

Closing Date: Open until filled

LEAD TESTING PROJECT MANAGER

Annual Salary: \$53K-\$58K (DOE)

Benefits: Medical, Dental, Basic Life & 401(k)

Under the direct supervision of the Tribal Water Department Director, the Lead Testing Project Manager will oversee the lead testing of drinking water at Tribal schools and Tribal child care centers located in Arizona, California, Nevada, New Mexico, and the Navajo Nation. Project Manager will work along with consultant experts and a contracted private analytical laboratory to bring the project to fruition. Position requires monthly travel. Timely and regular attendance to work and events is an essential function of this position.

Duties and Responsibilities: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Ensure coordination and implementation of daily activities of the ITCA Work Plan by key ITCA staff and contractors in a timely manner
- Developing relationships with Tribal schools & Tribal child care centers, & coordinating the sampling efforts with all stakeholders, including the local drinking water utilities
- Coordinating with the Communication Coordinator and the ITCA media team to maintain the project webpages
- Manage the Quality Assurance Project Plan (QAPP) with the QA Manager
- Oversight of the Field Team Leader and sampling staff
- Coordinate with the contracted certified Laboratory for lead testing in drinking water
- Coordinate with the Field Team Leader to establish sampling schedules

Knowledge/Skills and Abilities

- Knowledgeable of Tribal, State and Federal government agencies and their processes.
- Extensive knowledge of Federal environmental legislation and regulations and how the legislation applies to Indian Tribes, specific to drinking water quality.
- Knowledge of grant proposal writing principles, grant reporting requirements, and the roles of grant project work plan objectives, project measures, outputs, and outcomes.
- Proficient with computer hardware, systems, software and programs, including Microsoft Word, Excel, PowerPoint, and Access.
- Excellent written and oral communication skills, including public speaking, report writing, teaching and facilitation skills.
- Must be willing and able to travel extensively, for up to six (6) days in a week.

Education Requirements and Experience:

MA degree in Environmental Science or related field plus 4 years of experience in the environmental quality field or experience that is equivalent. Valid driver's license and submit to a background check.

Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Indian Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe