

NOTICE OF POSITION VACANCY

The Peoria Tribe of Indians of Oklahoma is accepting applications for the position of **Environmental Specialist I**. Applications must have a high school diploma or equivalent. College hours with emphasis on science is preferred. This is a full-time position as an employee of the Peoria Tribe of Indians of Oklahoma. Reliable transportation is required, as well as liability insurance and a valid driver's license. This position will report directly to the Environmental Director.

This position will require advanced secretarial skills, proficient in computer programs such as Microsoft Office, Word Perfect, Excel, and Power Point. This position is responsible for typing grants, applying for grants, preparing various required forms, reviewing time sheets, assisting in management and organization of the office. Applicants must possess excellent verbal and written communication skills, as well as excellent record keeping skills. Applicant must be proficient in proper grammar and document editing skills. This position will be required to obtain a grant writing certificate, and to travel frequently.

Indian preference will be observed. Applications are available at the Peoria Tribal Office, 118 South Eight Tribes Trail, Miami, Oklahoma. Monday through Friday from 8:00 a.m. to 4:30 p.m.