



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-034
NATURAL RESOURCES DEPARTMENT
ENVIRONMENTAL PROGRAM SPECIALIST

Position Title:	Environmental Program Specialist	Pay Level:	\$21.95-\$32.93
Position Open Date:	5/12/2026-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Natural Resources
Supervisor:	Natural Resources Manager		

POSITION SUMMARY:

Responsible for assisting the Natural Resources Manager in all aspects of environmental protocol; assists with administration and monitoring budgets, project scheduling and ensures compliance with federal and tribal regulations. Assists with growing the program to include all relevant avenues as it pertains to the Pueblo of Jemez environmental concerns.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

An associate degree in natural resources, environmental science, or a closely related field is required; a bachelor's degree is preferred. A minimum of two (2) years of experience in natural resources program management may be considered in lieu of the stated educational requirements. Must be able to work with minimal supervision and be able to work as part of a team.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 20 pounds or more with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions, intense noise and gasses/fumes.

ESSENTIAL FUNCTIONS:

- Responsible for coordination of environmental sampling, data analysis and research.
- Assist the Natural Resources Manager with the scope-of-work, project scheduling and ensure compliance with federal and tribal regulations.
- Prepares and submits bi-weekly, quarterly and annual status reports for each grant as assigned.
- Assists in updating and editing documents which include contracts, contract modifications, work plans, project status reports, memoranda, department policies, procedures, and correspondence.
- Assists with environmental monitoring, environmental clearances for other departments monitoring contractors and manages special natural resources projects, oversight of the Pueblo's green waste area.
- Assists in developing, coordinating and participating in community education and outreach events, such as presentations, newsletters, and workshops.
- Assists with preparation and/or writing of grant proposals, work plans and formulating a budget.
- Attend necessary training sessions and meetings as requested.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles of field sampling and reporting.
- Principles and practices of work planning, organization.
- Principles and practices of grant administration.
- General principles and practice of budget administration.
- General principles and practices of program and project management.
- Principles and practices of mapping software.
- Computer hardware and software associated with duties.
- Safe work methods and safety regulations pertaining to the work.

Skill in:

- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Managing projects and project activities.
- Conducting presentations and training sessions and facilitating or leading.
- Performing budget and grant administrative duties.
- Preparing various types of reports, applications such as for grants, memorandum and correspondence.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024