



VACANCY ANNOUNCEMENT

USET Technical Assistance Specialist

Date: February 23, 2015

Brief Description of Duties to Be Performed: The OERM Technical Assistance Specialist will perform all necessary administrative duties, including monitoring and managing project schedule and budget, to ensure goals and objectives are accomplished as specified in the assigned Scope of Work. He/she will work extensively with the United South and Eastern Tribes (USET) membership to enhance and improve environmental capabilities through capacity building and technical assistance activities.

Minimum Requirements: Bachelors degree from an accredited college or university in Environmental Sciences, Business Management or other closely related field which has equipped the applicant with specific knowledge, skills and abilities to successfully perform the duties of the position. He/she must possess excellent analytical abilities and verbal/written communication, organization, and presentation skills. Applicants may be required to submit documented writing ability. He/she must have cultural sensitivity/ability to work within the customs and traditions of various tribal groups. Incumbent must exhibit demonstrated experience and high level of computer proficiency in Microsoft Office Suite, including Word, Excel, Access and PowerPoint. He/she must be able to travel.

Position posted: February 23, 2016

Closing Date: Open until filled

Please send cover letter and résumé to:

Tammy Neptune, Human Resources Dept.
United South and Eastern Tribes, Inc.
711 Stewarts Ferry Pike, Suite 100
Nashville, TN 37214
Email: tneptune@usetinc.org.