



TOHONO O'ODHAM NATION

Department of Public Safety
Environmental Protection Office
P.O. Box 837 Sells, AZ 85634
Voice: (520) 383-8113
Fax: (520) 383-8114



SUMMARY

Request for Applications – Environmental Conference Coordinator

Description:

This position is a contractual position and the successful applicant will be required to enter into a contract with the Tohono O'odham Nation.

Contractor will be responsible for planning, organizing and coordinating the production of the 17th Annual Tribal EPA Conference activities to be held October 2009 in Tucson, Arizona. Ensure that viable environmental program services are provided effectively and efficiently, and work with the two conference co-sponsors, the Tohono O'odham Nation and the US Environmental Protection Agency. The Coordinator coordinates the activities of those with conference responsibilities and directly supervises volunteers and others with on site operations. The Annual Tribal EPA Conference is a large venue with participation of approximately 400+ individuals.

The Contract will begin on October 1, 2008 through December 31, 2009 and will not exceed a 15-month time period. The Contractor will be considered part-time (1560 hours) at the hourly rate of \$15.00/hour, will be required to submit invoices for services rendered and is expected to perform work duties at the Tohono O'odham Nation Environmental Protection Office in Sells, AZ.

For a detailed job description, please contact the Tohono O'odham Environmental Protection Office at 520-383-8113.

Proposal and Contracting Process:

1. The Request for Applications will open on September 24, 2008 and will close at 5:00 pm on October 13, 2008.
 2. Responses to this request must contain the following information:
 - a. Letter of Interest
 - b. Resume (include last three employer's)
 - c. List two reference's and contact information.
 3. Responses must be mailed to:
Lorinda Sam, EPO Program Manager
Tohono O'odham Nation
Environmental Protection Office
PO Box 837
Sells, Arizona 85634
 4. Responses must be received no later than 5:00 pm on October 13, 2008.
 5. Bid Proposals will be reviewed and a selection will be made by October 15, 2008. A contract for these services will be executed no later than October 31, 2008.
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