

**NOME ESKIMO COMMUNITY
POSITION DESCRIPTION**

JOB TITLE: Environmental Assistant
DEPARTMENT: Tribal Resources
REPORTS TO: Tribal Resources Director
POSITION STATUS: Temporary, Part-time
EXEMPT STATUS: Non-exempt
PAY RANGE: 5, 6, 7 \$21.15 - \$23.79 D.O.E.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Assist the Tribal Resources Director with NEC environmental program functions and compliance with project and grant requirements.
- 2) Assist Tribal Resources Director with transporting, packaging and staging of recyclable materials.
- 3) Conduct clean up of local beaches in the Nome area of debris, non-hazardous solid waste, recyclables, and garbage.
- 4) Conduct and compile research on environmental issues as assigned.
- 5) Conduct community education events or presentations. Assist environmental staff in preparing reports or giving presentations.
- 6) Obtain training necessary for work duties as designated by program staff.
- 7) Assist with conducting field research which may occasionally require work on evenings, weekends or holidays.
- 8) Other duties as assigned.

QUALIFICATIONS:

- 1) High School Diploma or G.E.D.
- 2) Must possess basic computer knowledge and skills including Internet usage, Microsoft Excel and Word.
- 3) Must possess good oral and written communication and organizational skills.
- 4) Must be dependable, self-motivated, and have the ability to work cooperatively with others, and work with minimum supervision.
- 5) Must be able to lift 50 pounds and willing to work outdoors often.
- 6) Must have a valid Alaska drivers license with a good driving record.
- 7) Experience working with tribes and environmental programs preferred.
- 8) Must be willing to travel as needed.

Native Preference per Public Law 93-638

Revised 5/5/17