



**JOB ANNOUNCEMENT
ENVIRONMENTAL ASSISTANT
TUESDAY-FRIDAY**

HOURS:

8:00AM-NOON & 1:00PM-5:00PM

CLOSING DATE: OPEN UNTIL FILLED

POSITION SUMMARY:

The Environmental Assistant will support the Environmental Specialist in conducting the daily functions related to all tribal environmental programs. This individual will be under the direct supervision of the Environmental Specialist.

QUALIFICATIONS AND REQUIREMENTS:

Must have a high school diploma or equivalency. The Environmental Assistant must possess basic office organizational skills, knowledge of office machines and be efficient in Microsoft Office, Excel, and Publisher. Must be willing to work with the public and independently. This individual must be willing and able to occasionally lift heavy objects. Training and travel may be required.

DURATION:

Regular full-time

Applications & Job Descriptions are available at the Native Village of Port Lions, Monday – Friday:
8:00 A.M. - Noon & 1:00 P.M. – 5:00 P.M.

Closing Date: Posted Until Filled

Posted: 10.14.2020YM

NVOPL is an equal opportunity employer in accordance with P.L. 93-638, preference in filling vacancies is given to qualified Alaska Native/American Indian candidates.