



## JOB DESCRIPTION

<b>JOB TITLE</b>	Environmental Assistant	<b>DEPARTMENT</b>	Environmental
<b>FLSA STATUS</b>	Non-exempt	<b>LOCATION</b>	Port Lions, AK
<b>CLASSIFICATION</b>	Regular	<b>TRAVEL</b>	Yes, for training
<b>SUPERVISION</b>	No	<b>REPORTS TO</b>	Environmental Specialist
<b>SUBMIT APPLICATION</b>	Drop off at Native Village of Port Lions or email to <a href="mailto:administrator@portlionstribes.org">administrator@portlionstribes.org</a>		

### POSITION SUMMARY

This position is responsible for assisting the Environmental Specialist and conducting the daily functions related to all Tribal Environmental Programs.

### ESSENTIAL DUTIES OF THE JOB

- Assist the Environmental Specialist in the formation of the Village Environmental Committee and Youth Environmental Committee; organize the logistics of meetings, and develop policy
- Assist in developing and conducting community surveys
- Assist in developing the Tribal Environmental Agreement with EPA (a Cooperative Agreement between the City of Port Lions that aligns with the PLTTC Strategic Plan)
- Assist in developing environmental proposals and performance reports
- Establish and maintain a recordkeeping system
- Create educational publications and community outreach
- Type correspondence, data entry, order program supplies
- Prepare written communications as directed by the Tribal Environmental Specialist
- Prepare a quarterly report for production in the Tribal Newsletter
- Perform occasional heavy lifting
- Perform other duties as assigned

### MINIMUM REQUIREMENTS

- Have a high school diploma or equivalent
- Possess basic office skills, knowledge of office machines, computer, copier and fax
- Good oral and written communication skills
- Ability to work well with the public, independently or with a work team
- Minimum two years of office experience or willingness to learn
- Travel for company-provided training, as needed

The Port Lions Traditional Tribal Council is an equal opportunity employer. Native Preference under PL 93-638.

**APPROVED BY**

**LAST UPDATED**

March 21, 2022