



JOB ANNOUNCEMENT
ENVIRONMENTAL ASSISTANT
CLOSING DATE: OPEN UNTIL FILLED

The Native Village of Port Lions is now accepting applications for an Environmental Assistant. This position is flexible with the option to be full-time or part-time. Applications are available at the Tribal Office, (907) 454-2234, during regular business hours Monday through Friday 8:00am to 4:00pm or by emailing Crystal Eggemeyer at administrator@portlionstribes.org.

POSITION SUMMARY:

The Environmental Assistant will support the Environmental Specialist in conducting the daily functions related to the Tribal Environmental Program. Duties include, but are not limited to, recyclable pick-ups, sorting recyclables, organizing and implementing the removal of recyclables out of the village, water quality testing, beach and community clean-up, participating in environmental related activities with local entities, and other related tasks given by the Environmental Specialist.

QUALIFICATIONS AND REQUIREMENTS:

A high school diploma or equivalency or the ability and willingness to obtain is required. The Environmental Assistant must possess basic office organizational skills, knowledge of office machines and computer skills. 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 will be required. Must have a valid driver's license.

Native Preference:

The Native Village of Port Lions is an equal opportunity employer and is in accordance with P.L. 93-638, preference in filling vacancies is given to qualified Alaska Native and Native American candidates.

Posted: 4/22/2024