

Anvik Tribal Council  
Job Description  
**Environmental Assistant**

**Purpose**

To assist the Coordinator in following the EPA IGAP Work-Plans of ATC by building administrative capacity in order to implement environmental protection programs that will protect human health, the environment, and Athabascan subsistence culture, as well as addressing grant compliance.

**Organizational Relationships**

Under the supervision of the Environmental Coordinator & Tribal Operations Director (TOD)

**Duties & Responsibilities**

- 1) Assists in the coordination of environmental concerns for the Community of Anvik
- 2) Assists in researching and compiling a village environmental priority list.
- 3) Assists the Coordinator in establishing environmental plans for the ATC following grant requirements.
- 4) Maintains all records related to the grant.
- 5) Maintains environmental assessment information.
- 6) Keeps a daily planner listing of his/her activities and progress made under each goal for the month.
- 7) Attend various training and implement acquired knowledge into job

**Other Responsibilities**

Will perform other job-related duties as assigned by the Coordinator or TOD.

**Minimum Qualifications**

- 1) High School diploma or GED equivalent
- 2) Prior experience working with community resources
- 3) Good communication skills
- 4) Good organizational skills
- 5) Competent in computer and internet
- 6) Must be familiar with the Anvik service area

**Physical Demands**

Must be able to lift twenty-five pounds or more to carry and move supplies. Some travel may be required. Work requires some walking, standing, pushing, bending, stretching, and lifting.

**Summation**

The Environmental Assistant and the Coordinator and will have several solid waste plans to use as a guide for the implementation of the Anvik Solid Waste Plan. Position is village based, with varying hours of work.

**\*Preference given to Alaska Native or Native American applicants**