



Native Village of Afognak

To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

Program: Environmental Assistant

Reports to: Environmental Coordinator

Classification: Part Time

Job Summary:

Responsible for assisting the Environmental Coordinator in completing objectives of the Indian General Assistance Program (IGAP).

Reporting Relationship:

Reports to: Environmental Coordinator

Supervises: none

Responsibilities IGAP:

1. Assist in the development and reporting of the Environmental grant.
2. Assistant in the development of the Quality Assurance Project Plans (QAPP).
3. Assist in the planning, coordinating, and executing yearly beach cleanup and environmental activity for Dig Afognak Youth Camp as directed by Coordinator.
4. Oversee Coordination of Environmental Committee meetings.
5. Assist in Environmental articles for newsletters.
6. Attend trainings, workshops, IGAP trainings and conferences throughout the state of Alaska as well as occasional out of State Environmental trainings and conferences as written in workplans.
7. Assist in developing environmental educational brochures and handouts for membership.
8. Assist in maintaining contact list and updated inventory assessment records.
9. Maintain strict confidentiality in all matters.
10. The incumbent shall work well under pressure, meeting multiple and sometimes competing deadlines.
11. The incumbent shall always demonstrate cooperative behavior with colleagues, supervisors, and NVA members.
12. Perform other duties as assigned by the Environmental Coordinator.

Minimum Requirements:

- High school diploma with at least 2 years of work experience preferably environmentally related.
- Ability to work independently as well as cooperatively in a team.



- Ability to respond to common inquiries from members and other eligible Alaska Native and American Indians, regulatory agencies, or members of the business community.
- Excellent written, communication, and telephone skills; proficiency in the operation of a PC and word processing programs. Experience with Word and Excel helpful.
- Must be capable working independently and have the ability to relate effectively with others.
- Must be able to work a flexible schedule when needed.
- Must be able to lift 50 pounds.
- Sensitive to community cultural values.
- Valid driver's license with clean driving record and reliable transportation.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)