

VILLAGE OF SOLOMON (VOS) POSITION DESCRIPTION

JOB TITLE:	Environmental Assistant
POSITION STATUS:	6 hours/day TEMPORARY
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	\$20 - \$25/hour
REPORTS TO:	Tribal President or Designee

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Assist the Environmental Coordinator on projects according the IGAP grant objectives and components of the work plan.
- 2) Attend and participate in all environmental conferences, trainings, webinars, etc. to expand environmental knowledge.
- 3) Provide outreach and education to the tribe assisting the Environmental Coordinator
- 4) Assist with event planning of tribal membership gatherings and environmental education including but not limited to; mailouts, phone calls, emails
- 5) Maintain a clean and orderly office, order office supplies when needed.
- 6) Website updates and contributes biannual newsletter for environmental sections.
- 7) Assist the Environmental Coordinator in expending the IGAP budget and all other Environmentally related grants
- 8) Other duties as assigned.

QUALIFICATIONS:

- 1) High school diploma or G.E.D.
- 2) One year previous clerical experience.
- 3) Must type at least 40 wpm.
- 4) Must possess computer, keyboarding and office skills required. Must possess basic computer knowledge and skills in Internet, Microsoft Word, and Windows. Knowledge of Excel and Publisher a plus.
- 5) Must possess strong verbal communication skills. Prioritization and organizational skills required.
- 6) Must possess the ability to maintain strict confidentiality.
- 7) Must be dependable, self-motivated and able to work with minimum supervision.
- 8) Valid Alaska Drivers License with a safe driving record required or ability to obtain one within six months of hire.
- 9) Must work well with public.
- 10) Must reside in Nome, Alaska to have access to the VOS office and work on location.

Please fill out an application from the Village of Solomon website at <https://www.villageofsolomon.org/links> and send to deilah@villageofsolomon.org.