



# McGrath Native Village Council

## Job Description

**Job Title:** Environmental Assistant

**Location:** McGrath, AK

**Supervisor:** Tribal Administrator

**Pay Range:** DOE

**Status:** Part Time/Full Time

**Closing Date:** Open Until Filled

**Job Summary:** Successful applicant will provide support and assistance in completing the objectives of the Indian General Assistance Program. Applicant must be willing to travel, work well with others in the office and community as well as work independently.

### Essential Functions:

1. Provide administrative support to the Environmental Coordinator and Tribal Administrator in development and implementation of the IGAP Environmental program including filing, general correspondence, and meeting preparation.
2. Assist with community outreach efforts including recycling and environmental education.
3. Assist Environmental Coordinator and Tribal Administrator in the preparation of administrative reports, newsletters, and the maintenance of office files.
4. Travel may be required.
5. Other duties as assigned.

### Minimum Qualifications:

1. High School Diploma or GED equivalent or willing to obtain GED within one (1) year of starting the position.
2. Computer experience in Word, Excel, and Publisher preferred.
3. Ability to operate general office equipment desired.
4. Typing speed minimum of 45 wpm.
5. Must be self-motivated and be able to work with little supervision.
6. Ability to prioritize projects.
7. Must be able to work well with others.
8. Previous office experience preferred.

**Apply to: McGrath Native Village Council Tribal Office**

Subject to P.L. 93-638