

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
Phone (907) 784-3238 \* Fax (907) 784-3595 \* www.yttribe.org



## Job Announcement Environmental Specialist

**Department:** Environmental

**Direct Supervisor:** Environmental Director (J. Hanlon)

**Employment Category:** Part-Time, Regular. Grant funded through September 30, 2022

**Benefits:** 25 hours annual Sick Leave; 25 hours annual Subsistence Leave; accrued Personal Leave

**Starting Wage:** D.O.E.

**Hours of Work:** Approximately 30 hours/week. Some weekends, early mornings and evenings

**Application Deadline:** Open until filled

### GENERAL DESCRIPTION:

The Environmental Specialist will provide assistance to Environmental Director with collecting water samples from 12 rivers throughout the Yakutat Foreland and other areas as assigned. Field work schedule can revolve around tides and river/weather conditions and will not always occur during regular office hours so incumbent must have scheduling flexibility (advanced notice is provided on anticipated sample schedule). The specialist will take the lead on data entry, data management, and outreach during office hours.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with pre-field and post-field organizing for sampling events, including:
  - meter calibration
  - field/sample gear organizing and maintenance using checklists and logs
- Assist with scheduling and coordinating logistics for sampling events
- Regular travel by foot (moderately difficult hiking), boat and small plane to remote sites
  - Some overnight travel required
- Develop community outreach materials
- Enter raw data into Microsoft Excel database
- Other duties as assigned

### MINIMUM QUALIFICATIONS:

#### Education and experience

- High School Diploma
- 18 years or older
- Valid Driver's license
- Associate's Degree or higher in environmental studies/science or similar field of study OR one year experience in relevant field work *desired*

**MISSION** To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.



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## NECESSARY SKILLS AND KNOWLEDGE:

- Experience working safely in moving water and bear habitat and during increment weather
- Good physical shape with the ability to carry 30lbs for extended periods of time
- Strong attention to detail and good record-keeping
- Ability to follow established data collection protocols
- Experience with Microsoft Word and Microsoft Excel

**THE YAKUTAT TLINGIT TRIBE IS A DRUG FREE WORK PLACE. THIS POSITION MAY BE SUBJECT TO RANDOM DRUG TESTING AND CRIMINAL HISTORY CHECK.** We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. **PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE APPLICANTS.**

Posted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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