



Job Title: Rural Environmental Program Specialist Level II/III.

FTE: 20+ hours per week, fulltime may be available dependent on qualifications and desire

Location: Anchorage (exceptions possible for off-road system rural residents)

FLSA Status: Level V Exempt, Levels I - IV are non-exempt.

Reports to: TBD

Summary of Position: This position performs technical assistance and training in the field of rural waste, backhaul, and environmental program management. This position works in both our Rural Alaska Technical Assistance & Training Program and Backhaul Alaska Program.

Primary Responsibilities & Duties:

- Provides training and technical assistance to rural Alaska Environmental Program staff in GAP Program workplan development, implementation, and reporting.
- Provides technical assistance to rural communities in the areas of environmental program management, grant writing, grant leveraging, budgeting, and management.
- Provides remote and on-site assistance for waste backhaul activities and planning, including but not limited to waste inventorying, waste packing and preparation, proper waste storage, and safe and appropriate waste drop-off /collection protocols.
- Works with the Backhaul Alaska Program staff in the above duties as well as other structured protocols and training.
- Promotes waste reuse and zero waste to the extent feasible while prioritizing community safety and health.
- May act as a floating Regional Coordinator when/where needed for on-site packaging/training/inspections for communities in the program.
- On-site travel is expected. Frequency will vary depending on FTE and expertise hired for. Expect a three to seven (4 - 7) rural community visits each year. Travel expectations to be discussed further in the hiring process for applicants that are selected for final interviews.

Additional Responsibilities & Duties:

We are a small office and while working independently you will be called upon to assist other staff in performing various office functions, depending on your own workload.



Background, Skills & Abilities Required:

- MS Excel, MS Word proficiency
- Minimum 2-year experience in related field
- Proficient knowledge of rural Alaska waste management and the Indian General Assistance Program as used by Alaska tribes.
- Details oriented
- Ability to take and give direction gracefully

Preferable, but not required:

- Yup'ik proficiency, or other Alaska Native language
- Experience working with and in rural Alaska communities
- Direct and extensive IGAP Program experience
- ACCESS or other database experience
- Rural Alaska service organization knowledge
- Mastery of software programs useful in education & outreach, data management, other
- Experience and proficiency (mastery preferred) in one or more of the following:
 - IGAP
 - Grant management
 - Backhaul
 - Air quality
 - Water quality
 - Solid/hazardous waste
 - Risk assessment
 - Climate change
 - Emergency response
 - Toxics Substances Control Act and related knowledge such as toxicology, law, Federal Indian Policy, human and/or ecological risk assessment
 - Social Media Marketing

Core Competencies: Ability to work as a team, ability to problem solve, ability to work unsupervised, ability to work under deadlines, ability for patience, ability to interact with individuals at various levels, ability to represent the Group professionally, ability to work effectively over the phone & email, ability to multi-task.

Physical demands: Primarily an office position, but occasional on-site technical assistance in preparing waste materials, potentially in extreme weather for the full day, requires a moderate fitness level and ability to lift 30 lb.

Work environment: Downtown office, baby-friendly, people-friendly, casual dress. We are a small organization and may allow a portion of work to be tele-commute after the first six months.

Notes: 1. ZEHRG is supportive of rural Alaska community development. We may be able to accommodate full-time tele-commuting for extraordinarily-qualified individuals living in an off-road rural community. 2. *This organization is an at-will employer.*



Zender Environmental Health and Research Group

<http://www.zendergroup.org>

Tel: 907-277-2111

Fax: 1-877-335-6780

400 D St. Suite 200, Anchorage AK 99501

Benefits: Generous personal leave & holiday pay, annual COLA

Salary: Competitive, depends on experience and hire level

Application Instructions: Email or fax resume, list of references, and letter of interest to Charla Peterson, Office manager, email: cpeterson@zendergroup.org or fax: 877 335 6780. Please do not hand-deliver.

Position open until filled

Position funded by an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with

Cynthia Darden, Assistant Director,
Office of Civil Rights- Mailcode 1201A
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460-0001.