



Seeking qualified candidates that want to make a positive difference in the environment and health of their community and state.

Job Titles: Qualified Candidates may apply for one of the three tracks below or a split position.

➤ **Rural Environmental Program Specialist**
Level II/III/IV and/or

FLSA Status: Non-Exempt

➤ **Toxicologist/Environmental Sciences Specialist III/IV** and/or

FTE: 35- 40 hours per week, part-time may be available dependent on qualifications and desire.

➤ **Environmental Worker Safety Trainer III/IV** and/or

Location: Anchorage (exceptions possible on case-by-case basis for rural residents)

➤ **Waste Management & Shipping Logistics Specialist II/III/IV**

Zender Environmental (www.zendergroup.org) is an Alaska-based non-profit that works primarily with interested rural Alaska communities in bolstering local Environmental Health Programs, improving environmental health conditions, and moving towards statewide economy of scale and sustainability in protective waste management and materials recovery. We administer **Backhaul Alaska** (www.backhaulalaska.org), a statewide effort to remove hazardous waste from rural Alaska that provides communities with training and supplies as needed for a safe year-round waste program. We also administer the **Rural Alaska Community Environmental Job Training Program (RACEJT)**, a State of Alaska Post-Secondary Education Institution that provides worker safety and environmental health certificates targeted to the unique circumstances the rural Alaska environmental workers face and confers a UAF Occupational Endorsement as a Rural Waste Management and Emergency Response Technician. We provide remote and on-site technical help and training for landfill operations and waste recycling (backhaul), environmental sampling, grantwriting, reporting, and budgeting. We operate a marine debris removal program focused on remote and small community challenges and solutions, and we conduct statewide education and outreach on Product Stewardship and recycling benefits. We also work with partners to perform research around sustainable Arctic sanitation.

Summary of Positions to Be Hired: The positions to be hired for perform a variety of technical assistance, training, and/or research work in one or more of following fields: Rural waste, recycling logistics, water quality, ecotoxicology, and environmental



program management. Zender works with rural communities statewide on a variety of projects and needs, and assigns employees to work on these issues based on suitability of their skillsets. All positions involve travel in rural Alaska. Depending on qualifications, the Toxicologist or Environmental Science Position may work up to 70% of their time on tribal lifeway exposures to toxics as a scientist and technical writer for the National Tribal Toxics Council to influence risk assessment and management policy at the national level for better protection of Alaska and Lower-48 Tribes, subsistence resources, and all Indigenous peoples.

Multiple Tracks: The work performed by our group is relatively unique. The protection of environmental health for the Indigenous and/or micro remote communities for which we work is heavily integrated, like the job responsibilities for the environmental workers and community/tribal administrators with whom we interface. To best serve communities and to provide work of interest to qualified candidates, we are open to hiring split-track job duty profiles. While an applicant may specify the track or tracks for which they are interested, we may recognize an individual's potential strength in a different track or tracks and will work with them to determine if such an opening is of interest. It is also anticipated that the candidate may require mentoring and/or training in one or more of their responsibilities.

Level II/III/IV Waste Management & Shipping Logistics

This track position involves knowledge and training for hazardous and non-hazardous waste inventory, staging, characterization, storage, and/or shipping & recycling. Should expect to assume one or more of the below duties:

- Help to maintain Backhaul Alaska database (currently on Sharepoint), including quality control.
- Develop occasional grant proposals and technical reports.
- Perform Control Tower functions under the Backhaul Alaska program, including potential brokering, leveraging, and working with recycling vendors and transporters
- Provide 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.



Level II/III Rural Environmental Program Specialist

This track position involves one to several of the below general environmental program assistance tasks, carried out with some supervision. Qualified candidates will *not* be expected to perform all of the below tasks, but can expect to be trained in tasks for which they have interest. Candidates for this position should be prepared to carry out rural travel from 5 – 10 times per year.

Rural programmatic assistance:

- 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 mentoring and training for bookkeeping and Quickbooks
- Assists in a range of environmental science and community education topics
- Facilitates community meetings and or helps to guide their planning
- Promotes waste reuse and zero waste to the extent feasible while prioritizing community safety and health.
- Assists senior staff with various projects.

Rural operational assistance:

- 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.
- Acts as a floating Regional Coordinator for the Backhaul Alaska Program when/where needed for on-site packaging/training/inspections for communities in the program.
- Assists as needed in our Anchorage-based Backhaul Alaska Operations.
- Assists in marine debris inventory and removal projects
- Demonstrates and/or helps to implement waste management equipment and/or other hands-on waste or water activities.



Level III/IV Toxicologist/Environmental Public Health & Science Specialist

This track position involves advanced knowledge of environmental systems; contaminant fate and transport and human, flora and fauna interactions; health and exposure risk, especially in relation to Indigenous and/or small community lifeways should expect to assume one or more of the below duties:

- Working with the National Tribal Toxics Council, the Tribal Partnership Group with the USEPA Office of Pollution Prevention and Toxics in improving risk assessment modeling, and evaluation and management for Tribes and Indigenous Peoples.
- Writing technical comment letters and participating in special topic workgroups with OPPT and ORD staff.
- Developing occasional grant proposals and technical reports
- Assisting communities in understanding contaminant exposures and potentially developing training modules

Level III/IV Environmental Worker Safety and/or Environmental Sampling Trainer

This track position requires applicants to have significant (Level III) or substantial (Level IV) experience in, and to be certified or qualified to teach one or more environmental worker safety or field sampling techniques. We may train applicants to teach additional certifications if potential and interest exist.

- Provide group training and remote and on-site individual assistance and training in worker safety certs such as OSHA Safety, DOT HMR, Confined Space, HAZWOPER, CPR/First Aid
- And/or provide field sampling technique training for one or more media and/or unknown content drums or tanks.



Additional Skills, Knowledge and Experience Sought

Level IV direct hire in either track is reserved for highly experienced individuals with multiple proficiencies in the above job duty areas and the below expectations:

- Supervisory level as needed for several of the above tasks including high-level reporting skills.
- Mastery of two or more of above duties combined with excellent report writing skills and ability to develop competitive grant proposals with only minimal assistance.

Background, Skills & Abilities Required:

- MS Excel, MS Word proficiency.
- Minimum 5-year experience in related field or 2-year experience in rural waste management, or B.S degree or higher in related field.
- Basic knowledge of rural Alaska community challenges, demographics, and infrastructure. Interested candidates without knowledge should read about the subject prior to interview.
- Details oriented.
- Ability to take and give direction gracefully.

Preferable, but not required:

- Yugtun, or other Alaska Native language proficiency.
- Experience working with and in rural Alaska communities.
- Direct and extensive IGAP Program experience.
- Sharepoint or other Database experience.
- Rural Alaska service organization knowledge.
- Professional level competency in MS Word and MS Excel.
- Experience and proficiency (mastery preferred) in at least one of these areas:
 - Indian General Assistance Program grant management
 - Rural Community Environmental Programs or Landfill Management
 - Rural and/or Indigenous Environmental Health
 - OSHA Safety & Emergency Response
 - Story mapping
 - Drone piloting
 - Marine debris cleanup and removal
 - Grantwriting
 - Rural Energy
 - Social Media Marketing/Education
 - Web programming



Administrative Information

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 and Environmental Program Specialists will be called upon to work with our Alaska Operations Coordinator to move supplies, vehicle batteries, and spent electronics to and from warehouses and the port or airport. A moderate fitness level and ability to lift 30 lb (occasionally and for short periods) is expected.

Travel: Rural Environmental Program Specialists are required to travel. Expect three to seven (3 - 7) rural community visits each year. GIS /Data Management Specialists are expected to travel 1 -2 times per year. Both tracks may offer additional travel opportunities. Travel expectations to be discussed further in the hiring process for applicants that are selected for final interviews.

Work environment: Downtown office, baby-friendly, people-friendly, casual dress.

Telecommute: We may allow a portion of work to be tele-commute after the first three months.

Remote working: 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.

Benefits: Generous personal leave & holiday pay, annual COLA

Salary: Competitive, depends on experience and hire level

Positions open until filled. Zender is an at-will employer.

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. Do not hand-deliver.

Note: The job positions are funded wholly or in part 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.