



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
Fax:907-826-3997

### **JOB ANNOUNCEMENT**

#### **Environmental Coordinator**

#### **Full-Time, Non-Exempt**

The Environmental Coordinator will support the Craig Tribal Association's Environmental Program by preparing essential program plans, conducting water quality, habitat and biological data collection, performing analyzes and developing reports for the environments including surface waters, wetlands, runoff waters, groundwater, air and energy. This position is required to work in all types of outdoor field conditions, may work alone and as needed, support non-traditional work schedules. The successful candidate must have flexibility, excellent interpersonal skills, project coordination experience and the ability to work with all levels of internal management and staff.

The Environmental Coordinator is directly accountable to the Tribal Administrator, for the performance of assigned duties and responsibilities.

#### **Minimum Qualifications**

1. High School diploma or GED.
2. Must have excellent record-keeping and organizational skills, ability to communicate clearly, and have experience preparing technical reports and presentations.
3. Must be prepared to work in inclement weather conditions and high-water conditions, requires physical activity.
4. Successful applicant must be able to pass a pre-employment drug/alcohol screen and criminal background check.
5. Must have a valid driver's license and be insurable for tribe's insurance carrier.

#### **Benefits:**

- Health Benefits
- Retirement
- Paid Time off

#### **CLOSING DATE:**

Salary Range:\$18-\$23.00/Hr. DOE  
\$500.00 Sign on Bonus  
Posted:03/14/2022  
Open until filled

**UNDER THE AUTHORITY OF P.L. 93-638, INDIAN PREFERENCE SHALL BE GIVEN TO THE APPLICANT WHO MEETS THE MINIMUM QUALIFICATIONS PURSUANT TO THE CRAIG TRIBAL ASSOCIATION'S PERSONNEL POLICIES AND PROCEDURES.**

Due to Covid-19, applications may be emailed to: [assttribaladmin@craigtribe.org](mailto:assttribaladmin@craigtribe.org)