

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION



JOB TITLE: Environmental Assistant
REPORTS TO: Executive Director
SUPERVISORY: No
SALARY: \$22/hr.
WORK SCHEDULE: Seasonal, part-time
POSITION TYPE: Non-Exempt
DATE: August 7th, 2026

ABOUT US:

The Native Village of Nuiqsut is dedicated to supporting our Tribal Citizens and strengthening our future. We work together to protect our subsistence way of life, provide quality services, and support initiatives that benefit our community. As we continue to grow, we remain committed to honoring and preserving the rich cultural heritage of the Nuiqsut People.

POSITION OVERVIEW:

The Environmental Assistant is a seasonal, part-time position that supports the Native Village of Nuiqsut's Department of Natural Resources during peak field months. This position assists with environmental monitoring, basic field observations, and equipment support related to environmental studies and conditions in and around Nuiqsut. Additional project-specific tasks may be assigned by supervisor as needed and appropriate.

This role is ideal for someone interested in environmental work, field activities, and learning about local monitoring efforts. No prior technical experience is required; training will be provided.

KEY RESPONSIBILITIES:

- Assist with environmental (water, air, soil, weather, etc.) monitoring activities during the field season (approximately late May through early October).
- Support educational outreach along with Environmental Coordinator as needed.
- Support deployment, retrieval, and basic maintenance of monitoring equipment.
- Conduct routine field observations related to water conditions, wildlife, seasonal changes, and environmental indicators.
- Assist with sample collection and field activities following established protocols.
- Maintain accurate field notes, logs, and basic data records.
- Follow all safety procedures for fieldwork and travel.
- Perform other duties as assigned to support Natural Resources field activities.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Basic computer skills (Microsoft Office preferred).
- Willingness and ability to work outdoors in varying weather and field conditions.
- Dependable attendance and willingness to learn.
- Ability to follow instructions and safety procedures.

PREFERRED QUALIFICATIONS

- Interest in environmental, outdoor, or science-related work.
- Familiarity with local environment, rivers, or subsistence activities.
- Previous experience with fieldwork or outdoor activities.
- Experience working with tribal or community programs.

WORK ENVIRONMENT

- Outdoor fieldwork during summer months. Some office and indoor work as needed.
- May involve travel by truck, boat, or ATV. Travel by foot will be required for some tasks.
- Ability to lift and carry light to moderate equipment.

BENEFITS:

- This is a seasonal, part-time position. Benefits are not included.

Native preference: The Native Village of Nuiqsut is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to equally qualified Alaska Native and American Indian candidates. To qualify, applicants must provide proof of AN/AI status with their application.

Barrier crimes: All applicants must meet and, during the term of their employment, continue to meet all applicable criminal background check requirements and character standards under the terms of the Alaska Barrier Crimes Act ("ABCA") at AS 47.05.300 et seq. and the regulations at 7 AAC 10.900 - 7 AAC 10.990. Applicants must not have been charged with, convicted of, found not guilty by reason of insanity, or adjudicated as a delinquent for or to any crime that would prevent from providing services under ABCA as specified at 7 AAC 10.900 - 7 AAC 10.990. Applicants will notify the Native Village of Nuiqsut immediately upon being charged with any such crime prohibited under ABCA.

NATIVE VILLAGE OF NUIQSUT IS AN ALCOHOL AND DRUG FREE WORKPLACE.

The Job Description reflects Native Village of Nuiqsut's best effort to describe the essential functions and qualifications of the job described. This document is not intended to exclude an opportunity for medications consistent with providing reasonable accommodations. This is not intended to be a contract.

Your signature requires that you read this Job Description and understand the essential functions and essential qualifications of the job.

Name: _____

Date