



Chickaloon Village Traditional Council  
(Nay'dini'aa Na')  
Department  
**Internal/External Position Announcement**

Job Title: Temporary Environmental Assistant II

Department: Environmental Stewardship

Reports to: Environmental Stewardship Department Director

Position Summary: To provide support duties of a complex and highly responsible nature for the department and its wide variety of projects. Will work independently under general instructions on a wide variety of special projects. Tasks may include writing letters, conducting background research, editing brochures or other written materials, coordinating schedules for meetings, organizing work spaces, and completing paperwork. Additional tasks may include outreach at community events, participation in community clean up, and helping organize and prioritize tasks in the department. This is a temporary, full-time, non-benefited position.

Education: Bachelor's degree (Required bachelor's degree is described below)  
o Preferred, but could be substituted for four additional years of progressive experience.

College courses could include environmental sciences, English, organizational leadership, Alaska Native history and culture, or other humanities. Writing skills are required at a college level due to letter writing, editing, and communication requirements of the position.

Experience: Experience with administrative support; writing and editing, conducting outreach, organizing workspaces, ability and motivation to help and independently complete tasks.

Successful applicant must have a valid Alaska driver's license and be insurable by CVTC.

Hiring Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

**The application deadline is Thursday, March 26<sup>th</sup>, 2020 at 9:00AM.  
To apply please submit a fully completed CVTC employment application, resume and technical writing sample.**

**CVTC applications are available at: <http://www.chickaloon-nsn.gov/employment/> or by email request to: [employment@chickaloon-nsn.gov](mailto:employment@chickaloon-nsn.gov). Please submit your application, resume and writing sample to: [employment@chickaloon-nsn.gov](mailto:employment@chickaloon-nsn.gov) or by fax to (907) 745-0709. Please contact Jennifer at (907) 745-0749 with any questions.**