

Little Traverse Bay Bands of Odawa Indians

JOB POSTING

Job Title: ENVIRONMENTAL ASSISTANT
Department: Natural Resource Department
Reports to: Environmental Services Manager
Status: Non-exempt
Salary Range: \$11.85 to \$16.03 per hr. / (\$24,648-\$33,342) Annual
Level: 2
Opens: January 13, 2015
Closes: February 3, 2015
Terms: Partially-grant funded position; renewable biennially.

SUMMARY

The Environmental Assistant will be responsible for providing administrative support for multiple environmental programs and working closely with the Environmental Services Manager with implementation of Energy Sustainability and Pollution Prevention projects (including recycling and solid waste).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Administrative Duties:

- Answering and screening telephone calls
- Greet scheduled visitors and direct to appropriate area or person
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to all environmental program staff
- Prepare purchase requisitions, contract requisitions, travel requests/closeouts and other purchasing requests as needed
- Compose and review documents including correspondence, reports, drafts, memos and emails
- Perform data entry
- Organize, file and maintain electronic and hard copy file system for all project records and forms
- Issue fishing and hunting licenses and maintains logs
- Route incoming/outgoing mail and packages
- Maintain shared calendar of staff and vehicle schedules
- Order and maintain office supplies and arrange for vehicle and equipment maintenance
- Assist with maintenance of documentation for grant projects and committee/workgroups
- Track and reconcile purchase orders and contracts
- Update and maintain postings and bulletins
- Develop and prepare education materials such as brochures, pamphlets or newsletter articles

- Assist in quarterly, semi-annual and yearly reporting as needed
- Assist in organization and conducting of education/outreach programs
- Other duties as assigned

Energy Sustainability and Pollution Prevention Duties

- Facilitate recycling and composting activities with LTBB Departments and staff, including compost collection
- Continue development and track progress/measurements of recycling, composting, and other measurables
- Coordinate with Emmet County Department of Public Works regarding recycling issues
- Participate in quarterly pharmaceutical collection workgroup and collection events (may include Saturdays)
- Assist in education and outreach activities on recycling and energy sustainability
- Assist with development and implementation of renewable energy and energy efficiency projects as needed
- Update flyers, brochures and website with information regarding solid waste, recycling and energy program activities
- Report and document all Energy Sustainability and Pollution Prevention activities as deliverables for Annual/Quarterly/Closeout Reports

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds (recycling materials/containers, data collection equipment on land and off a boat or canoe). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee is sometimes exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Supervision of summer intern in absence of senior staff, when applicable.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid license, have reliable transportation, and be insurable.

EDUCATION AND EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college/technical school in administration, business, natural resources or similar field or equivalent combination of education and experience. Proficiency in Microsoft Office programs (Excel, Outlook, Publisher, PowerPoint and Word), internet browsers and Adobe Acrobat required. Previous administrative assistant experience and two years of environmental experience preferred. The position requires initiative, organization and teamwork skills.

COMMENTS

Indian Preference will apply. This position will work primarily within the Environmental Services Program office with up to one day per week at the Natural Resource Department office.