

SITKA TRIBE OF ALASKA
Job Description
Environmental Education Coordinator

Benefits: Yes

Salary Range: DOE

Department: Resource Protection Department **Funding Source:** Grant Funded Position

Reports to: Environmental Lab Manager **Approved by:** General Manager

Date: March 24, 2021

I. SUMMARY

This Environmental Education Coordinator is responsible for developing, leading, and evaluating a new K-12 curriculum focused on One Health science used by the Sitka School District. This curriculum is specific to cultural and environmental literacy, culture camps, and scientific fieldwork. This position will work to coordinate the STA Tribal citizen shellfish testing program; maintain public outreach platforms and materials; assist STA staff with projects related to the Southeast Alaska Tribal Ocean Research (SEATOR) program and functionality of the Sitka Tribe of Alaska Environmental Research Lab.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. General Duties

- Coordinate all aspects of the NIEHS grant, including education material development, implementation, reporting, and responding to other unforeseen events
- Coordinate with SSD staff to develop K-12 One Health science curriculum
- Develop pre and post evaluation methods for program functionality and effectiveness
- Implement Culture Camp, Clam Camp, and the middle school after school program education initiatives
- Work with Emory University staff to complete long term project goals and objectives
- Assist STA Environmental Program staff with education and outreach material development, distribution, and evaluation
- Maintain social media platforms
- Assist with internship projects
- Perform weekly and monthly tasks, including duties associated with maintaining environmental program workspaces
- Process shellfish and phytoplankton samples, including documenting, shucking, filtering, homogenizing, and extracting toxins
- Participate in the Traditional Foods Program by assisting with the collection,

Environmental Education Coordinator

- processing, and distribution of traditional foods to Tribal Citizens and Elders
- Other duties as assigned.

B. Meetings, STA Reporting, and Professional Conduct

- Keep the Resource Protection Department staff informed about projects and duties via weekly staff meetings
- Attend monthly lab meetings with SEATOR staff
- Attend SEATOR quarterly calls
- Attend meetings and events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year
- Prepare reports for inclusion in the Resources Protection Department report to Tribal Citizens in periodic Newsletters and the Annual Report

III. MINIMUM QUALIFICATIONS

A. Education

- Bachelor's in education, environmental science, or another applicable field; AND
- Two years work experience in education and/or project coordination and implementation.

B. Experience, Skills and Abilities

- Experience with computer systems and software such as Microsoft Word, Excel, and Google sheets
- Experience working with K-12 age groups in the classroom and/or in a field setting
- Ability to work with Tribal, State, and Federal agencies

IV. ADDITIONAL

A. Drug and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

B. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints, and submit a supplemental employment application. No

Environmental Education Coordinator

individual may fill this position who

- has been convicted of any crime involving a sexual offense.
- has been convicted, plead no contest to, or has a current pending charge of a felony.
- has been convicted or plead no contest to a misdemeanor domestic violence offense.
- is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

V. PREFERENCE

Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. HOW TO APPLY FOR VACANT POSITIONS

Anyone interested in applying for a vacant position at Sitka Tribe of Alaska can email the following to jobs@sitkatriben-sn.gov.

Required documents:

1. Complete STA Job Application
2. Complete STA Background Check Supplemental form
3. Cover Letter
4. Job Resume