TEMPLATE

***Position Description for Environmental Coordinator****(DATE OF LAST UPDATE: )*

**Position**: Environmental Coordinator

**Department:**

**Classification:** Full-time, exempt

**Reports to:** Executive Director

**Position Overview**: The Environmental Coordinator is responsible for coordinating implementation of the IGAP work plan. Project priorities for this grant cycle include: fill this section with the major components of the work plan. The coordinator will communicate extensively with area communities, public and private entities and other stakeholders. The position will be expected to travel to rural Alaskan communities via boat, small aircrafts, and truck as required, and obtain certifications as needed.

**Key Responsibilities and Duties**:

* Implement tasks outlined in the approved IGAP work plan.
* Coordinate events related to work plan deliverables.
* Assist in producing resources such as maps, technical publications, and public information tools related to water quality protection.
* Provide technical assistance on solid waste cleanup and reuse options, assisting with funding applications as needed.
* Develop ongoing communication with tribal members in-order to solicit input and keep them informed on environmental cleanup, assessment and advocacy work.
* Assist in preparing and delivering information during presentations or meetings and attend and/or make presentations to professional and public forums, conferences, etc.
* Help outreach, develop and facilitate department trainings.
* Develop and implement environmental education activities/curriculum.
* Assist in reviewing and writing grant reports and proposals.
* Attend program related trainings, staff meetings and board functions.
* Assist in organizing, writing and editing department publications and productions.
* Adhere to the policies, procedures, and guiding principles of (your organization).
* Other duties as assigned.

**Education Required:** Bachelor's degree in a related field (environmental science, communications, and environmental health) or a combination of 5+ years of experience and training may be substituted.Tailor these requirements to suit your organization’s needs.

**Skills Required:** Ability to conduct field work, basic understanding in environmental science, ability to conduct interviews; strong interpersonal skills and ability to communicate effectively verbally and in writing; efficiency in MS Word, Excel; working knowledge of social media applications (Facebook, Twitter, LinkedIn, Etc.); must be familiar with or have experience working with rural Alaskan communities and tribes.

**Additional Skills and Experience:** Strong understanding of diverse cultures; background or education in communications; working knowledge of GIS software would be an asset.