



Job Announcement
Protecting Future Generations Coordinator
with Alaska Community Action on Toxics

Does being part of Alaska’s premier environmental health and justice nonprofit organization sound like a dream job to you? If so, you might be the right person for this job! Alaska Community Action on Toxics (ACAT) is seeking a highly motivated person to serve as Protecting Future Generations Coordinator for our research project whose ultimate goal is the cleanup of military toxics on Sivuqaq (a/k/a St. Lawrence Island) and protection of health.

The successful applicant will be an experienced, dedicated professional who welcomes the opportunity to use his/her/their skills and experience to assist the tribes and communities on Sivuqaq achieve environmental health and justice in the form of cleanup of contaminated sites, redress for health impacts, and restoration of the community at North East Cape. In this role, you will dive deep into the world of environmental health and justice and play a crucial role in providing the administrative, clerical, logistics, and organizing work needed to support the ACAT’s PFG team, environmental and human subjects research, and educational activities.

Organizational overview:

ACAT is a non-profit environmental health and justice research and advocacy organization with a meaningful mission: “We believe everyone has a right to clean air, clean water, and toxic-free food. Driven by a core belief in environmental justice, ACAT empowers communities to eliminate exposure to toxics through collaborative research, shared science, education, organizing, and advocacy.” We are a vibrant, diverse organization engaged in advocacy campaigns as well as complex longer-term community-based research and scientific projects. ACAT’s staff and governing board are ethnically and culturally diverse.

Qualifications and Experience:

- Passion for environmental justice and health and alignment with ACAT’s mission, vision, goals, and commitment to equity, diversity, and inclusion.
- Excellent organizational skills; able to see both the big picture and the details.

- Excellent computer skills including Microsoft Office (especially Word, Excel, and PowerPoint), Google Docs, and desktop publishing.
- Experience with office equipment (e.g., printers, fax machine, etc.) and administrative/clerical work (filing, answering phones, taking notes, transcribing notes, ordering supplies, etc.)
- Effective project management skills, able to prioritize and handle multiple tasks simultaneously within established deadlines.
- Experience conducting interviews or surveys.
- Proven communication skills, including public speaking and writing.
- Good at building relationships with co-workers, community members, researchers, tribal leaders, the media, and the public
- Skilled communicator, speaker, writer, and motivator.
- Organized, creative, self-motivated, and able to work independently.
- Enthusiasm for lifelong learning
- Bilingual
- Commitment to excellence
- Positive attitude, personable, respectful of others
- Adaptable and flexible in the face of change
- Able to work under pressure and meet deadlines.
- Creative, self-motivated, and able to work independently.
- Good team player
- Discreet and ethical conduct
- Available to travel and work long, flexible hours as necessary to accomplish ACAT's goals regarding research, education, training, and advocacy for Sivuqaq communities.
- Ability to lift and carry up to 50 lbs.
- Ability to work in extreme weather conditions including snow, rain, wind, subzero temperatures, etc.
- Ability to walk long distances over rough terrain and travel by ATV, snow machine, jet, and small plane.
- At least two years of experience in an administrative or clerical position. Employment with a non-profit organization or tribe preferred.
- High school degree, associate degree or equivalent experience.
- At least two years of experience in an administrative, project management, or similar role, preferably with a non-profit research and/or advocacy organization or a tribe.
- Lived experience with contamination/pollution/health impacts a plus.

Essential Responsibilities:

- Organize, promote, and facilitate community events that provide education and advance ACAT's goals.
- Assist with Sivuqaq projects, including collecting environmental or traditional foods samples, biomonitoring, organizing and logistics for events, and administrative/clerical work.
- Act as an ACAT spokesperson for the project and assist local government/tribes as needed.
- Participate in continuing education activities to stay up to date with the current science linking toxic chemicals and health harms, including Alaska Collaborative on Health and the Environment monthly webinars and others identified by your supervisor.

Compensation and benefits:

We offer the PFG2 Assistant job as a full-time position at our Anchorage office with competitive pay, generous benefits (health insurance, holidays, vacation, sick leave, and parental leave) and opportunities for professional development. Salary range: \$18.25 - \$20/hour DOE.

ACAT is committed to building a diverse and inclusive workplace. As an equal opportunity employer, we are committed to employment practices that ensure that applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position. If you are enthusiastic about the position, but you don't have every qualification described here, we encourage you to apply. You may be the right person!

How to apply:

Please submit your resumé, letter of interest, and three references to Schawna Thoma at schawnathoma@northerncompassgroup.com. Include the words PFG Coordinator Application in the subject line. The first round of reviews will start October 7, 2024. Position is open until filled.