



Native Council of PEI

Job Posting – Environmental Assistant

Job Title:	Environmental Assistant	Position Type:	Full Time
Location:	Portage, PEI	Travel Required:	Frequently
Wage:	\$20 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-629-1541	Date Posted:	November 9, 2022
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- Environmental Assistant
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Environmental Assistant will be responsible for assisting in the facilitation a variety of office and fieldwork activities under the discretion of the Environmental Coordinator and ultimately the direction of the Native Council of PEI's (NCPEI) Fisheries Manager.
**Please note this position requires spending significant time outdoors in various weather conditions during the summer months*

ROLE AND RESPONSIBILITIES

- Work with the Environmental coordinator of a day-to-day basis
- Assist with data collection, entry, and analysis, and database management
- Assist with writing field reports for relevant funding partners
- Assist with conducting summer field work (terrestrial, aquatic, marine)
- Encourage public and Indigenous engagement surrounding relevant activities and topics within the NCPEI community
- Participate beach/watershed cleanups
- Other duties as assigned by Management

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Proficiency using Microsoft suite would be an asset however, training is available.
- Education or background in environmental sciences/studies, biology, forestry, or a related discipline, or willingness to train.
- Physically capable of working outdoors for extended periods of time.
- Strong interpersonal and communication skills.
- Ability to work independently with minimal supervision.
- Valid class 5 driver's license, and clean drivers abstract.
- Having an Indigenous focused understanding of natural life and natural environments is an asset.