



Regional Housing Authority JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: **Environmental Review Administrator**

LOCATION: Juneau, Alaska

SALARY: Starting at \$54,361 to \$70,639 per year DOE
Benefits included State of Alaska Public Employee Retirement; Federal Employee Health Benefits; 403b; dental, vision, life insurance, disability, short and long term.

APPLICATION PERIOD: Closes October 18, 2021

DUTIES AND RESPONSIBILITIES: Conducts environmental review records (ERR) and all supporting documentation for all THRHA projects. The Environmental Review Administrator receives and reviews all grant awards and project scopes of work, keeps electronic and hard copy records.

- Perform environmental reviews and maintains electronic and hard copy records to comply with THRHA policy, HUD, and State regulations.
- Keep a daily log of tasks and hours as documentation for charging grants
- Document program compliance with federal environmental regulations
- Provide expertise to inform developers with building or modifying projects to meet regulations
- Prepare area-wide (Tier 1) and site specific (Tier 2) environmental review records with compliance and accuracy in mind
- Provide environmental subject matter expertise in all THRHA programs including but not limited to housing programs, buyouts and acquisitions, and infrastructure repair.
- Seek funding opportunities for environmental training and programs, indoor air quality and health & safety training for THRHA employees.
- Assist THRHA staff via mentorship and training with ERR process and compliance for projects, and other duties as assigned..

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum 3 years' experience in environmental review compliance; environmental sciences; or environmental administration.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to work independently
- Able to work in a fast paced environment
- Knowledge of all Federal and State ERR compliance regulations
- Knowledge of rural southeast Alaska and Native culture
- Good computer skills including use of Microsoft office and online meeting platforms such as zoom.
- Good record-keeping skills
- Good communication skills, both verbal and writing
- Basic knowledge of the construction trade
- Experience in environmental field
- Experience in coordinating training and field operations
- Ability to drive company vehicles and maintain Alaska driver's license.
- The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing up to 30 lbs.

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Drive, Juneau, AK;
www.thrha.org; for questions please call (907) 780-6868.

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000. THRHA to protect our clients and tenants and employees requires COVID-19 vaccinations for all employees.