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JOB POSTING

Open Position: Brownfields Coordinator

Dates:

Posted: September 6, 2016

Closing Date: Until Filled

Salary: DOE - \$20 - \$25/hr.

Hours: Permanent Part-Time Position (.63) approximately 1300 hrs. annually (32 – 40 hr. weeks) Flexible schedule.

Description:

The Brownfields Coordinator (BC) will establish the Tribal Brownfields Response Office and follow the EPA Grant Work Plan. This will entail developing a survey and inventory of potential Brownfields (contaminated or suspected to be contaminated) sites, developing and implementing plan for the Tribal Response Plan, providing means for Public participation, establishing a Public Record, and Attend training sessions for responders and clean-up workers. The BC will develop a clean-up plan for contaminated sites, and pursue EPA Brownfields funding to execute assessment and clean-up operations at identified sites.

The qualified applicant will be asked to perform the following duties:

- Organize and file documents;
- Answer telephones in a friendly and professional manner;
- Report to Napaimute Traditional Council monthly;
- Work out-of-doors and lift 50 pounds or more;
- Follow approved EPA work plan;
- Complete Quarterly reports and mandated paperwork;

- Procure Supplies;
- Organize files;
- Apply for future funding opportunities;
- Send out Requests for Proposals when needed;
- Complete Quarterly and Financial Reports; and
- Other tasks as assigned by supervisor.

Qualifications:

Dependable

GED or High School Diploma

Native/Veteran Preference

Knowledge and ability to travel safely during the fieldwork season

For more information call: (907) 676-0599