



# Job Announcement

**Closing Date: 1/3/2018**

**Position Opening:** Natural Resources Planning and Logistical Support Specialist  
Term Appointment, 40hrs./wk., Pay Range: \$18.75 – 25.00 hr., (DOE)

**Description:** The Native Village of Napaimute Environmental Department is seeking a multi-discipline support position. The position will provide: planning, administrative, technical and logistical support for several of the Environmental Department's program areas. Work will be based on programmatic specific needs and available funding; the position will directly assist, and be supervised by the Environmental Director.

**Duties:** Major duties and responsibilities of this position in general include providing logistical, administrative, planning and field support for the; Partners in Fisheries Monitoring, Indian General Assistance, and Brownfield Programs, in addition to general administrative functions.

## **Common tasks for each program area include:**

- Develop and review drafts of accomplishment reports, briefs, resolutions, and presentation
- Conduct program outreach through written postings, social media, and public presentations
- Assist the Director with development of, and updates to strategic planning documents
- Research potential grant opportunities and develop draft proposals
- Review relevant concerns, permitting, and developments that may impacting programs
- Provide logistical and technical support for all NVN program areas, as directed
- Other duties as assigned

## **Common administrative related tasks include:**

- Assist Director with preparation of billing request for program reimbursements
- Procurement of supplies and equipment
- Prepare check request for procured items
- Respond to the Councils and publics request for program related information
- Maintain Departments equipment and records
- Attend Natural Resource Advisory meetings
- Other duties as assigned

**Additional Information:** This position is in Aniak AK., and serves the middle Kuskokwim Region. This Position combines fisheries and environmental monitoring with; outreach, education, capacity building and collaboration to promote conservation and the sustainability of subsistence opportunities. The Position will work with various Native organizations, non-governmental organizations, advisory groups, and state and federal agencies on a variety of projects to achieve stated goals.

**Qualifications:** Candidates must have at a minimum: a bachelor's degree, and 2 years of experience at project administration. Quality candidates are those that can demonstrate strong skills in communications (written, oral, social media), project management, data collection and analysis, operation in remote field settings, and have a fundamental knowledge of conservation principles and the local culture.

**How to Apply:** Send a cover letter and resume to Dan Gillikin, Environmental Director  
Email: [dangillikin@gmail.com](mailto:dangillikin@gmail.com), Fax: 1-855-270-2002, or mail PO Box 352 Aniak, AK 99557.