



Job Announcement

Closing Date: 1/31/2018

Position Opening: Brownfields Coordinator

Permanent Part Time; 40hrs./wk., Pay Range: \$20.00 – 25.00 hr., (DOE)

General Job Description: The Native Village of Napaimute Environmental Department is seeking a Brownfields Program Coordinator (Coordinator). The Coordinator will establish and lead the Tribal Brownfields Response Program in accordance with the EPA approved Work Plan. This will entail developing a survey and inventory of potential Brownfields sites, then developing and implementing a Tribal Response Plan. The planning will provide a means for Public participation, establishing a Public Record, and training sessions for responders and clean-up workers. The Coordinator will develop a clean-up plan for contaminated sites, and pursue EPA Brownfields funding to execute assessments and clean-up operations at identified sites. The scope of this planning effort will include coordination with other Villages and Tribal Organizations of the Middle Kuskokwim Region.

Major Duties Include:

Coordinate Brownfields Program (50%): Coordinate and organize meetings of interested Tribal Organizations and Stakeholders associated with Brownfields. Assist in Brownfields site identification. Communicate with consultants, U.S. Environmental Protection Agency (EPA), and Alaska State DEC (ADEC) as needed regarding the management of the Tribe's Brownfields grant; and maintain all records for the Brownfields Program. Create maps identifying sites to be assessed, seek site approval from EPA and land owners, coordinate with consultant to have the site assessed in a timely manner, and report findings to EPA, ADEC, Tribal Organizations, and other stakeholders. Maintain site inventory and photo library. Track progress of grant toward meeting key benchmarks identified in the work plan. Identify and coordinate opportunities to engage the community in the brownfields program.

Coordinate Public Engagement Activities (25%): Identify and engage community partners to assist with workforce development, training opportunities, and community engagement. Produce; e-newsletter, social media post, and pamphlets related to Brownfields activities. Assist with public engagement events as needed, including preparing and giving presentations. Manage event publicity and follow-up, including event photography, social media post, mail list, documentation of attendance and evaluation of event. Prepare, publish, and distribute meeting and public hearing notices. Identify opportunities to creatively engage the community.

Management of Federal Grant Activities (25%): Work with other Tribal Organizations that receive EPA Brownfields funds to coordinate and collaborate on site inventory and potential remediation activities for the Mid Kuskokwim Region. Work with other organizations to achieve performance outcomes, pursue grant opportunities, coordinate projects, and engage the community. This may include attending meetings, training, serving on committees, writing and/or editing reports, and preparing future Brownfields proposals. Develop and maintain a Regional public database of potential Brownfield sites, plan and conduct site investigations with cooperating organizations. Review and processing requests for payments, timesheets, travel arrangements, trip reports, and complete quarterly and annual reports for submission to the EPA's Brownfields Program Manager.

Other duties and responsibilities as assigned.

Job Requirements:

Physical Demands: Must be able to sit, stand or walk for long periods of time, capable of lifting a minimum of 30 pounds, occasionally requires fine dexterity. Must be able to spend upwards of 1-3 hours traveling in small aircraft, boats or on snow machine. Must be able to speak and present to a diverse group of people in formal settings, i.e. Tribal Council meetings, local public meetings, regional forums, etc.

Machines, Tools, Equipment: Computer (windows), copier, scanner, camera, calculator, telephone, printer, and GPS. Basic familiarity with small engines and outboard motors.

Computer Software: Microsoft Office, Adobe Software, web based applications, social media platforms.

Field Working Conditions: Occasional exposure to unpleasant environmental conditions (cold/wet) and hazardous areas, occasional encounters with brown or black bears.

Work Environment: Primarily office environment, secondly field environment.

Non-Physical Demands: Requires frequent change (and prioritization) of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team. Occasionally requires time pressures, irregular schedule/overtime, and tedious or exacting work. Occasionally requires working in noisy/distracting environment.

Reading: Advanced level - ability to read, analyze, and interpret general periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, manuals, protocols and abstracts.

Math: Intermediate level - ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate level - ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Communication Skills: Work may require providing basic information to other organizations and the public on procedures or general policies. Contact may require the consideration of different points of view, and cultural background to reach understanding and gain cooperation and acceptance of ideas.

Management and Supervision: Work may require occasional directing of helpers, assistants, seasonal employees, interns, or temporary employees. There are no permanent supervisory responsibilities associated with this position.

Technical Skill: Work requires a practical knowledge of technical field procedures using analytical judgment and decision-making abilities appropriate to the work environment for a given situation, along with the ability to thoroughly document data collected, and produce complete field notes.

Qualifications:

Formal Education: HS diploma (or equivalent), and 1 year of post HS education at an accredited university, trade school, or enrollment in a technical trade program. Closely related work experience may be substituted for post HS education requirement.

Experience: One year of experience in - project planning, oversight, management, or public administration.

Driver's License: A valid State of Alaska driver license, or ability to obtain one is required.

Additional Information: This position is in Aniak AK., and serves the middle Kuskokwim Region. This Position combines environmental monitoring and planning with; outreach, education, capacity building and collaboration to promote conservation, and reclamation of contaminated lands. 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 the stated Brownfield Program goals.

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