



# Job Announcement

**Closing Date: 3/31/2020**

**Position Opening:** Environmental Department Coordinator Appointment; Full time, Permanent (40hrs. /wk.)  
Pay Range: \$18.75 – \$26.00 hr., (DOE), Basic benefits package may be negotiated.

**Description:** The Native Village of Napaimute Environmental Department is seeking a multi-discipline position to support its program of work in the Environmental Department. The position will directly assist, and be supervised by the Napaimute Environmental Director.

**Duties:** Major duties and responsibilities of this position include; planning, administrative, preparing draft technical reports and project proposals, community outreach, technical assistance, seasonal staff supervision and logistical support for the Partners in Fisheries Monitoring, and Indian General Assistance Program. Additionally, the position will be responsible for overseeing the Brownfield Program (Tribal Response Program), as the Brownfield Coordinator.

**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 natural resources
- 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

**Brownfield Coordinator Position General Job Description:** The Coordinator will establish and lead the Tribal Brownfields Response Program (TRP) 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 scope of this planning effort will include coordination with other Villages and Tribal Organizations of the Middle Kuskokwim Region. For additional information on more specific duties associated with this position visit Napaimute's web site at: [http:// www.napaimute.org](http://www.napaimute.org).

**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 of and the sustainability of subsistence resources. The Position will work with various Native organizations, non-governmental organizations, advisory groups, state and federal agencies on a variety of projects to achieve stated goals. The Candidate will be required to routinely travel by small boat and aircraft between Villages and project sites, and occasionally overnight at remote field camps. Additionally, this position will require carrying a firearm when afield for bear protection; the Candidate therefore must not have any criminal convictions that prohibit them from possessing a firearm.

**Qualifications:** Candidates must have at a minimum; two years of documented college level course work, 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 for the Native Village of Napaimute via; Email: [dangillikin@gmail.com](mailto:dangillikin@gmail.com), Fax: 1-855-270-2002, or mail P.O. Box 107 Aniak, AK 99557. Applications, announcements and additional information are available at the Napaimute Aniak Office or at Napaimute's web site: <http://www.napaimute.org>.