



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).

Major Duties of the Brownfield Coordinator 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, and 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.

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, 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>.