



## Skagway Traditional Council Open Position for Environmental Coordinator

<b>Job title</b>	<i>Environmental Coordinator</i>
<b>Salary Range</b>	<i>\$22 /Hour</i>
<b>Term</b>	<i>Permanent-Full Time (40 hours a week)</i>
<b>Reports to</b>	<i>Tribal Administrator</i>

Posting Date:02/26/2016

Closing Date:03/31/2016

Start Date: 05/13/2016

### **Job purpose**

This position is located at the Skagway Traditional Council Community Center in Skagway Alaska, with the primary responsibility being the planning, coordination and execution of environmental projects that address environmental concerns in the Skagway area. The secondary responsibility of the position is to act as the Taiya Inlet Watershed Council representative for the community of Skagway. The Environmental Protection Agency's Indian Governmental Assistant Program (IGAP) mainly funds the position. Other funding sources come from state and federal TIWC grants.

### **Duties and responsibilities**

The EC is responsible for implementing the Skagway Village environmental programs. This position reports directly to the Tribal Administrator, but offers a fair amount of autonomy in developing new programs in alignment with the interest of the Skagway Traditional Council. The EC supervises the Environmental Assistant in implementing programs. The EC is responsible for, but not limited to the following:

- Organizing and executing field collection of data on stream characteristics, fish populations, and invasive plant species
- Developing a harmful algal bloom sampling program with support from the Sitka Tribe
- Attend trainings, workshops, and conferences throughout the state of Alaska
- Organizing outreach events for tribal members and the community at large
- Attending municipal committee and assembly meetings
- Writing and submitting grant reports
- Schedule regular contact with Assistant for work assignments, oversight and technical assistance
- Communicating with the US EPA and the Tribal Council to develop an environmental strategic planning document
- Writing grants for both STC and the Taiya Inlet Watershed Council
- Communicating with members of the Southeast Alaska Watershed Coalition

## Qualifications

Minimum qualifications include:

- Bachelor's Degree in Environmental Science, Environment Studies, Biology, Environmental Education, or similar field
- Interest or experience in working with environmental issues
- Interest or experience in grant writing
- Ability to complete variety of tasks in an organized manner
- Willingness and ability to travel
- Must be able to work independently
- Ability to deal with the public pleasantly
- Punctual, neat in personal appearance and attire
- A good sense of humor
- Strong written, verbal and computer skills (MS Office etc)
- Geographical, cultural, and environmental knowledge of Skagway, AK desirable

## Working conditions

The position requires both office work and fieldwork. Applicant must be able to lift 50lbs, stand and or sit for few hours at times. The Skagway Traditional Council has several employees that share space at the Skagway Traditional Council Community Center and work together on events and program development. The Skagway Traditional Council is run by a 5-member board that also utilizes facilities in the Community Center.

Must have a valid US Driver's License and a reliable vehicle

Hours of work are generally Monday to Friday 8:00am to 5pm.

Skagway Village maintains a drug free and non-smoking environment.

Native Preference under P.L. 93-638

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For more information, feel free to email Rachel Ford at [Rachel@skagwaytraditional.org](mailto:Rachel@skagwaytraditional.org)

**To apply send resume, cover letter, and a writing sample to**  
**[Employment@skagwaytraditional.org](mailto:Employment@skagwaytraditional.org)**  
**By 03/31/2016 5PM AKST**