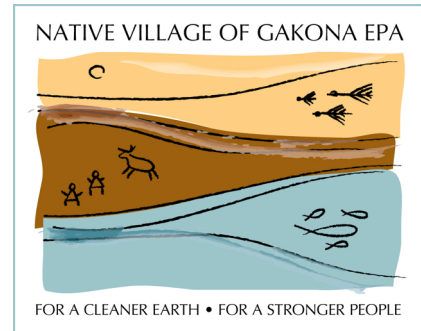


## JOB DESCRIPTION

Title: Environmental Coordinator  
Location: Gakona, Alaska  
Salary: DOE w/Benefits  
Hours: 40 hours per week



### Job Summary

The Environmental Coordinator will help the Environmental Manager with coordinating objectives of the Indian General Assistance Program (IGAP), the Tribal Response Program (TRP), and any other acting environmental grants. This role involves coordinating environmental programs, planning and executing youth activities, managing the recycling program, researching and assisting in grant writing, and collaborating with various agencies and organizations.

### Duties and Responsibilities

- Coordinate the IGAP and TRP Grants:
  - Oversee the implementation and completion of grant objectives
  - Ensure compliance with all grant requirements and reporting.
- Coordinate Environmental Programs:
  - Organize and lead the Youth Environmental Summit.
  - Plan and execute environmental activities and outreach programs for youth.
  - Lead and supervise youth during environmental field trips.
- Coordinate Recycling Program:
  - Oversee the NVG recycling program, ensuring efficient management and maintenance.
- Grant Research and Writing:
  - Conduct research to identify new grant opportunities.
  - Assist in writing and submitting grant applications to secure funding for environmental projects.
- Training and Meetings:
  - Attend required trainings and meetings, including environmental, community, and council meetings.
  - Represent the organization at various forums to promote environmental initiatives.
- Collaboration and Partnerships:
  - Work with other agencies and organizations to achieve grant objectives.
  - Foster partnerships to enhance the effectiveness of the environmental program.
- Policy Compliance:

- Abide by all Native Village of Gakona policies and procedures.
  - Maintain a pleasant demeanor while interacting with the general public, tribal members, youth, and other staff.
- Professionalism:
  - Demonstrate maturity, dependability, and good judgment in all activities.
  - Maintain confidentiality at all times.
- Additional Duties:
  - Execute other duties as assigned by the supervisor.

## **Qualifications**

- Must be a high school graduate or equivalent
- Must have a valid driver's license with clean driving record within the past 5 years
- Must be able to lift up to 50 pounds
- Demonstrate ability to effectively use multiple software programs, email systems, and general office equipment.
- Must have the ability to prepare and present oral reports
- Must be willing to travel for training, meetings, youth events and workshops relevant to the IGAP/TRP
- Preference in filling vacancies is given to Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472)

**Applications are available at the Native Village of Gakona office (Mile Post 4.8 Tok Cutoff in Gakona, Alaska) or on our website [www.nvgakona.com](http://www.nvgakona.com)**

**Completed applications must be turned in person, mailed in, faxed or emailed to [derrick@nvgakona.com](mailto:derrick@nvgakona.com)**

**For more information contact the Environmental Manager at (907) 822-5777.**