# Program: Environmental Coordinator

Reports to: Tribal Administrator

Classification: Regular Full-Time

**Job Summary:**

Responsible for planning, developing, coordinating, and executing all environmental programs and projects for the tribe.

**Reporting Relationship:**

Reports to: Tribal Administrator

Supervises: Environmental Assistant

**Responsibilities IGAP:**

1. Develop multi-year grant proposal/ budgets to EPA/IGAP.
2. Plan, implement, and evaluate approved yearly IGAP Workplans as stated in proposal.
3. Develop Quality Assurance Project Plans (QAPP).
4. Plan, coordinate and execute yearly beach cleanup and environmental activites for Dig Afognak Youth Camp.
5. Work with Program Administrator to pursue additional grant funding to grow and enhance NVA’s environmental program.
6. Submit all grant reports.
7. Oversee Coordination of Environmental Committee meetings.
8. Coordinate Environmental articles for newsletters.
9. Attend trainings, workshops, and conferences throughout the state of Alaska as well as occasional out of State Environmental trainings and conferences as written in workplans.
10. Work closely with Environmental Assistant
11. Maintain close working relationships with state, federal, local, and tribal agencies.
12. Keep up with EPA issues and maintain contact with Project Officer.
13. Continue to update the tribal EPA-Tribal Environmental Plan (ETEP).
14. Keep updated contact list and inventory assessment records.
15. Submit monthly staff reports to Council.
16. Develop environmental educational brochures and handouts for membership.
17. Maintain strict confidentiality in all matters.
18. The incumbent shall work well under pressure, meeting multiple and sometimes competing deadlines.
19. Present at Annual Meetings as requested.
20. Supervise Environmental Assistant.
21. The incumbent shall always demonstrate cooperative behavior with colleagues, supervisors, and NVA members.
22. Perform other duties as assigned by the Tribal Administrator.

**Minimum Requirements:**

* Bachelor’s degree (B.A.) or equivalent; or five years related experience and/or training in the environmental field.
* Ability to supervise individuals and work cooperatively in a team.
* Ability to respond to common inquiries from members and other eligible Alaska Native and American Indians, regulatory agencies, or members of the business community.
* Excellent written, communication, and telephone skills; proficiency in the operation of a PC and word processing programs. Experience with Word and Excel helpful.
* Must be capable working independently and have the ability to relate effectively with others.
* Must be able to work a flexible schedule when needed.
* Must be able to lift 50 pounds.
* Sensitive to community cultural values.
* Valid driver’s license with clean driving record and reliable transportation.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTEMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)