



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Traditional Harvesting Coordinator

Team: Cultural Center
Reports to: Cultural Director
FLSA Status: Non-Exempt

Salary Range: \$20-\$25 per hour
Schedule: Regular, Part-time, 28hrs/week
Last Revised: January 2022

The Traditional Harvesting Coordinator is in charge of scheduling, planning and coordinating the NVE subsistence activities. The Traditional Harvesting Coordinator works closely with NVE Tribal Members, Subsistence Boat Captain and the Cultural Director.

Responsibilities/Duties

- Works with regulatory agencies to ensure that all activities follow state and federal laws.
- Responsible for practicing safe work standards and promoting an incident free work environment.
- Ensures compliance with NVE code of ethics and standards of business conduct.
- Schedules NVE subsistence fishing, gathering and hunting trips with NVE Tribal Members and Subsistence Boat Captain.
- Sail as assistant on boat trips.
- Work with and advertise to potential tribal members the opportunity to participate in the NVE Traditional Harvesting Program.
- Processes 25% of fished, hunted and gathered food to be stored and given out to elders and used at NVE events.
- Prepares recommendations for work and initiate procurement of materials.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Must have the ability to work for long hours outdoors, knowledge of power tool operation and the ability to complete work safely and efficiently using power and hand tools. Ability to effectively communicate to tribal members and give clear instructions. Knowledge of cold-water survival skills. Good computer skills and ability to use programs in Microsoft Office Suite. Ability to multitask required. Ability to complete complex work using problem solving techniques. Knowledge of cold-water survival skills.

Experience Requirement

Experience with local subsistence activities preferred.

Educational Requirement

High school diploma or equivalent required.

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Performance Standard

The work is performed both in the office and outdoors. The position may require a considerable amount of physical activity while conducting work. The position requires that applicants are in sufficient condition to perform physically demanding tasks.

Environmental Factors

Majority of work will be completed out of doors. Possibility of remote/cold water survival situations. Work will include exposure to severe weather (heat, cold and wet), hazards associated with power tools, hazards associated with being on boats in open water. Work will be conducted in remote settings, often on open water and in office settings. This position entails risks of injury from using power tools and operating boats on water as well as normal risks of physical labor done in the outdoors.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.