



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

Environmental Coordinator

As the head of the Office of the Environment, the Environmental Coordinator builds and maintains the capacity to administer and implement environmental programs for the benefit of the Native Village of Eyak's members, within its Department of the Environment and Natural Resources (DENR).

This position receives little instruction on a day-to-day basis and receives general instructions on assignments and is expected to function independently.

Team: DENR

Supervisor: DENR Director

Salary Status: Exempt from Overtime

Salary Range: \$60,000-\$90,000/yr.

Schedule: Full Time

Last Revised: January 2024

Responsibilities/Duties:

- Work collaboratively with DENR Director, Natural Resources Coordinator, and DENR staff to administer DENR's Office of the Environment and implement its existing suite of environmental programs using evidence-based decision-making and best practices.
- Develop new environmental programs that address NVE's environmental goals as established by Tribal Council.
- Continuously re-establish NVE's environmental goals with input from DENR and Tribal Members and make recommendations to Tribal Council based on this input validated via direct objective evidence.
- Supervise all staff within DENR's Office of the Environment.
- Responsible for working with contractors engaged in activities with the DENR, publishing Invitations for Bids, Request for Proposals, and ensuring contractor workplan compliance.
- Develop and implement scientifically relevant and accurate education programs.
- Develop partnerships with government agencies and community organizations whose goals and priorities align with NVE's.
- Develop, administer, and implement environmental programs that focus on the overall environmental conditions within the region, and how our region interacts with the global ecosystem. Develop partnerships with tribes and organizations on the other side of these interactions.
- Involve NVE Tribal Members in environmental programs.
- Disseminate environmental information and calls for opportunities to participate in programs in NVE's Newsletter and through NVE's media distribution system.
- Use Traditional Ecological Knowledge and work with the NVE Cultural Director to ensure accurate presentation in a culturally sensitive manner.
- Ensure that all DENR Office of the Environment projects and programs stay within the approved budget, grant deliverables are met, and programs are carried out in accordance with funder requirements.
- Adhere to all NVE policies and procedures.



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- Supervise, train, and evaluate the performance of Environmental staff.
- Responsible for NVE's spill response program, including developing a Spill Response Team and Spill Response Program integrated into USCG and AKDEC framework as an Oil Spill Response Organization with a Community Spill Response Agreement.
- Responsible for contaminated site remediation within NVE's traditional use boundaries.
- Attend and present at annual conferences as outlined in detailed workplans.
- Support other DENR projects and staff.
- Other duties as assigned.

Competencies (Knowledge, Skills, and Abilities)

- Able to work independently, design new projects, and follow them to successful completion
- Strong proficiency in written communication and the ability to deliver presentations to varied audiences
- Skilled in time-management, problem solving, and analysis
- Understand and use of technology for achieving goals and tasks
- Knowledge of project management, able to supervise employees
- Able to integrate environmental programs in a manner that addresses complexity and change
- Able to be flexible and adaptable; must have confidence and initiative to be able to deal with the unexpected
- Experience with Quality Assurance Project Plans
- Experience with writing and submitting grants and managing Cooperative Agreements

Experience Requirement:

- Experience in public speaking and organizing projects
- Project management and office leadership experience
- Basic wilderness competence required

Preferred training and certificates

- 40-hour HAZWOPER certificate
- Wilderness First Responder
- CPR and AED
- State of Alaska Qualified Sampler Training
- GIS experience
- Firearms competence/expertise

Education Requirement:

- Bachelor's degree in Environmental Science or closely related field

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Performance Standard (This position requires the incumbent to):

- Regularly manipulate a variety of data via verbal, written, and electronic media and related equipment to complete all aspects of the job.
- Use strong oral and writing skills to develop and communicate policies, procedures, goals, and objectives pertaining to the environmental work required
- Use oral, written, and virtual methods to create complex material, or otherwise create and communicate policies, procedures, goals, and objectives pertaining to the position.
- Able to lift and carry objects over 50 lbs. over uneven terrain

Environmental Factors

The majority of work requires regular office hours. Some outdoor work is required in possible inclement weather. This outdoor work may expose the Environmental Coordinator to primitive conditions in remote isolated locations, Alaskan wildlife, firearms, swift water, and primitive living conditions.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Date

DENR Director Signature

Date