
**NATIVE VILLAGE OF EKLUTNA
JOB OPENING ANNOUNCEMENT**

9/12/2024

Open until filled

JOB TITLE: NVE Land and Environment Department Coordinator

Reports to: NVE Land and Environment Director. Full Time, Salary DOE

The Native Village of Eklutna seeks a positive, energetic individual driven to make a difference. Eklutna is growing, and the job recipient will work directly on various land and environmental issues that will affect not only the tribe and the village but also the entire Anchorage/Mat-Su region. If you appreciate the following program areas, are looking for a challenge and career growth opportunities, and have what it takes to be a visionary, we want to talk to you.

The Land and Environment Coordinator (LEC) will manage, help manage or learn to help administer/ manage some of the Land and Environment Department (LE) programs detailed below. This can include developing grants and contracts and reporting to funders and the Tribal Council, managing other LE personnel, and managing budgets and finances.

The LEC may work on any LE grant and contract objectives, which will be divided among other NVE personnel according to experience and preferences. These include; fish and wildlife and other environmental and educational projects, community recycling education, natural resources traditional knowledge gathering, traditional cultural natural resources use programs development, securing traditional lands and uses, developing tribal land management initiatives and projects to minimize and mitigate impacts and contamination of Eklutna traditional lands and waters, and development of sustainable energy projects. The LEC will assist with programs, research, investigations, and activities to protect, restore, and enhance resources and their traditional uses. (S)he will be encouraged to independently initiate, develop, and learn to conduct projects. The LEC may:

- develop environmental assessments and habitat improvement, and cultural projects.
- participate in planned Eklutna River fish habitat restoration, monitoring and adaptive management projects plan and coordinate community environmental education events.
- Contribute to the LE Brownfields and Contaminated Sites program, which documents the characteristics of contaminated sites and coordinates with agencies and landowners to facilitate their remediation.
- assist with the NVE NALEMP (Native American Lands Environmental Mitigation Program) Eklutna Army Site remediation project.
- contribute to the NVE Newsletter, written reports to granting agencies and the NVE Traditional Council, and grant applications.
- participate in transportation and transportation safety planning and transportation projects.
- Management of Eklutna Garden and agricultural education outreach projects.

QUALIFICATIONS:

Grants and programs management experience. Environmental and cultural commitment, knowledge, and experience. Writing, word processing, and other computer and media skills. Experience coordinating with Native communities, resource agencies and other organizations. Native and tribal members' preference.

WORKPLACE ENVIRONMENT

The place of employment is located at 26339 Eklutna Village Road, Chugiak, Alaska 99567, and in the field. Work hours will vary depending on project needs. Office hours are 9am-5pm M-F.

REQUIRED: All applicants working with Native families and children must pass a State of Alaska and Federal Criminal background check and possess a valid Alaska Driver's license with a good driving record and proof of insurance upon hire. A State of Alaska Interested Persons background check will be required at the time of hire.

BENEFITS:

The Native Village of Eklutna offers competitive wages, health care, including vision, dental, and life insurance, and a SIMPLE IRA retirement plan to all employees.

NATIVE PREFERENCE STATEMENT: Native Village of Eklutna practices Native preference per Public Law 93.638, with the following priority: Native Village of Eklutna citizens, Alaska Natives, Native Americans.

How to Apply:

Send Resumes and Letter of Interest to:

Marc Lamoreaux, Land and Environment Director at:
MarcL@Eklutna.org Ph: (907) 242-6967
and:

Kyle Robillard, Land and Environment Coordinator at:
KRobillard@Eklutna.org Ph: (907) 390-0523