



Native Village of Eklutna

Tribal Government

Job Announcement

Solid Waste Coordinator

Position Type: Part-Time, Temporary (Grant-Funded)

Compensation: \$20.00 per hour

Position End Date: September 15, 2026

Applicant Deadline: July 1st, 2026

Position Summary

The Native Village of Eklutna (NVE) is seeking a motivated and organized Solid Waste Coordinator to support the development and implementation of community recycling and composting initiatives. This part-time, temporary, grant-funded position will play a key role in improving local waste management practices, increasing community participation in waste diversion programs, and supporting environmental stewardship efforts. The position is funded through September 15, 2026, and will provide approximately 365 hours of work during the grant period.

The Solid Waste Coordinator will work closely with community members, local partners, and NVE staff to establish and maintain recycling and composting systems, provide public education, and assist with program tracking and reporting requirements.

Essential Duties and Responsibilities

- Coordinate the development and implementation of recycling and composting programs.
- Distribute educational materials, recycling bins, composting containers, and other program resources to residents and community organizations.
- Conduct outreach activities to increase awareness and participation in waste diversion initiatives.
- Organize and support workshops, community events, and educational sessions related to recycling, composting, and waste reduction.
- Track and document quantities of solid waste diverted from landfills through recycling and composting efforts.
- Maintain records of participant enrollment, attendance at workshops and events, and overall program engagement.
- Collect, organize, and analyze program data to evaluate program effectiveness and identify opportunities for improvement.
- Assist with preparation of grant reports, progress updates, and other required documentation.
- Collaborate with Village leadership and project partners to ensure successful program implementation and compliance with grant objectives.
- Perform other related duties as assigned to support solid waste management and environmental sustainability efforts.

Qualifications

- High school diploma or equivalent required.
- Strong organizational and recordkeeping skills.
- Effective verbal and written communication skills.
- Ability to work independently and engage positively with community members.
- Basic computer skills, including data entry and report preparation.
- Interest in environmental stewardship, recycling, composting, or community development preferred.
- Valid driver's license and reliable transportation may be required.

Work Schedule

This is a part-time, temporary grant-funded position with approximately 364.5 total hours available through September 15, 2026. Work schedules will be flexible and may include occasional evenings or weekends to accommodate community outreach events, workshops, and program activities.

No guarantee of employment beyond September 15, 2026, unless additional funding becomes available.

HOW TO APPLY:

Please send resume, cover letter, and contact information of three references to nvelez@eklutna.org or mail/in person to: Attn: NVE Land and Environment Department, 26339 Eklutna Village Road, Chugiak, AK 99567

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.