



# COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

## POSITION DESCRIPTION

---

---

**TITLE:** Environmental Coordinator

**INTRODUCTION:** This position is located in the Natural Resources Department in Fort Yukon, Alaska. The purpose of the position is to develop the capacity of CATG and its member villages to plan and implement regional and village-based environmental program strategies in the Yukon Flats Region. The incumbent works under the supervision of the Natural Resources Director.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assist member villages in developing environmental programs in the Yukon Flats.
- Conduct regional and village-based environmental assessments in collaboration with member villages and other organizations to address local issues and concerns.
- Assist member villages with planning workshops to identify environmental issues and to assist villages in prioritizing objectives, developing work plans and setting time lines to implement their own EPA programs.
- Identify and assess resources to implement regional and village workplans and strategies.
- Monitor progress of community work plan implementation and provide technical assistance as needed.
- Coordinate and participate in environmental training sessions and workshops.
- Conduct school visits to encourage student participation in environmental programs and dialogue.
- Submits monthly report to the Director of Natural Resources and provide grant program reports online as required
- Meet with Local, State and Federal Environmental Agencies to coordinate activities and exchange information.
- Participate in environmental related meetings, conferences and training courses.
- Performs other job related duties as needed.

**QUALIFICATIONS:**

- High School Graduation or G.E.D. Certification
- One year of experience in environmental programs, program management, or administration.
- Proficiency in computer operation and software.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of EPA and other programs available to assist tribes in developing their capacity to manage environmental programs.
- Familiarity with concerns such as water quality, hazardous waste, oil and other chemical pollution, water and sewer systems management, air quality, and other potential threats to the health and livelihood of community residents.
- Organizational skills to conduct community meetings.
- Writing and oral communication skills

**OTHER:**

- This position will require some travel
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Experience working with or for an Indian tribe or tribal organization is preferred.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

Title:	Environmental Coordinator
Location:	Fort Yukon, Alaska.
Supervision:	NR Director
Classification:	Full time with Benefits
Salary:	DOE
Approved (Initials)	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_