COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS
P.O. Box 33
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www.catg.org

TITLE: Community Wellness Coordinator – 4 Part-Time Positions (Arctic, Beaver, Ft. Yukon, Venetie)

JOB SUMMARY

Support CATG's Special Diabetes Program for Indians (SDPI) by bringing locally led wellness, food security, nutrition, traditional foods, and diabetes-prevention activities to Arctic Village, Beaver, Fort Yukon, and Venetie. Each coordinator will be a trusted local connection between participants, families, schools, Elders, tribal partners, and CATG SDPI staff.

MAJOR DUTIES AND RESPONSIBILITIES

- Recruit, enroll, and stay connected with local households and participants in SDPI wellness activities.
- Plan and coordinate a local calendar of fun, healthy, and educational community activities, including youth and family activities, walking groups, wellness challenges, cooking classes, food preservation, health fairs, video workout classes and outreach events.
- Help organize gardening and food-growing opportunities for households and the community; coordinate supplies, sign-ups, distribution, and basic garden support.
- Support activities that respectfully incorporate traditional foods, seasonal harvests, Elder teachings, and intergenerational learning.
- Work closely with tribal governments, schools, youth programs, Elders, Community Health Aides, clinic staff, SDPI staff, and other local partners.
- Promote activities through community announcements, flyers, school communication, social media where appropriate, and personal outreach.
- Maintain a simple local workplan, activity calendar, supply list, and event logistics; coordinate locations, partners, transportation needs, and materials.
- Collect, track, and submit accurate participant enrollment, attendance, household, activity, supply-distribution, and feedback data by required deadlines.
- Assist with baseline surveys, evaluation activities, and participant feedback while protecting confidential information and following CATG procedures.
- Connect participants with nutrition education, diabetes-prevention resources, screenings, and appropriate health referrals through SDPI staff and partners.
- Participate in required trainings and regular check-ins; use program-provided laptop, internet, and reporting tools responsibly.
- Prepare brief activity updates and, when appropriate and with consent, document activities through photos or stories.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic computer, email, smartphone, social media, data-entry, or recordkeeping skills.
- Interest in gardening, food security, health and wellness, nutrition, traditional foods, or diabetes prevention. Personal experience is welcome; formal health training is not required.
- Interested in working with schools and youth; able to coordinate safe, positive, educational activities with the appropriate partners.
- Skill in written and verbal communication. Ability to assist SDPI Director in preparing presentations.
- Able to plan activities, manage supplies, keep schedules, coordinate with partners, and follow through on details.
- Creative self-starter able to work independently, solve routine problems, and keep the SDPI Director informed.
- Able and willing to collect basic data accurately, use email/spreadsheets or learn them, and protect confidential participant information.
- Reliable, dependable, able to attend trainings/check-ins, and willing to work some evening or weekend community events as scheduled.

MINIMUM EDUCATION QUALIFICATIONS

- High School Diploma or GED Equivelent

WORKING CONDIDTIONS

- Remote
- Involves contact with staff, patients and the public.

FUNCTIONAL DEMANDS

- Requires prolonged sitting and some standing, walking, bending, stooping, kneeling, crouching, crawling, stretching, and climbing stairs.
- Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Vision must be correctable to 20/20 and hearing must be in normal range, aided or unaided, for telephone contacts.
- Requires some lifting occasionally (up to 30 pounds).
- It is necessary to view and type on computer screens for long periods and working in an environment which can be very stressful.

OTHER:

Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

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 which includes pre-employment and random anonymous testing thereafter.

Title:	**Community Wellness Coordinator**
Location:	**Yukon Flats**
Supervision:	**CATG SDPI Coordinator**
Classification:	**Part-time**
Salary:	
FLSA:	**Non-exempt**
Approved Date:	
Position Closes:	
Contact:	**Andrea Peter, CATG HR Manager**
	907-662-7534