



McGrath Native Village Council

Job Description

Job Title: Environmental Coordinator

Location: McGrath, AK

Supervisor: Tribal Administrator

Pay Range: DOE

Status: Full Time; Regular

Closing Date: Open Until Filled

Job Summary: Successful applicant will coordinate the Indian General Assistance Program. Duties include, but are not limited to, research, design, and implementation of the program's activities, projects, and proposals.

Essential Functions:

1. Develop and implement tribal environmental programs that will access and address the environmental issues of lands in and around McGrath, including securing grant funding.
2. Plan and coordinate activities to ensure that the aims and objectives are accomplished in accordance with EPA and IGAP grant requirements including recycling efforts and community outreach education.
3. Work with partnership organizations and other entities in the promotion and development of the program's objectives.
4. Develop bi-monthly newsletter.
5. Prepare and submit monthly and quarterly reports to EPA and tribal council.
6. Attend environmental workshops and conferences.
7. Other duties as assigned.

Minimum Qualifications:

1. High School Diploma or GED equivalent or willing to obtain GED within one (1) year of starting the position.
2. Computer experience in Word, Excel, and Publisher preferred.
3. Knowledge of office equipment operation desired.
4. General office experience required.
5. Knowledge of grand administration and budget control preferred.
6. Must be self-motivated, creative, and original in performance.
7. Possess knowledge of native culture and tribal operations.
8. Ability to work will with other people and be a team player.

Apply to: McGrath Native Village Council Tribal Office

Subject to P.L. 93-638