



Ahtna Intertribal Resource Commission

PO Box 613 – Glennallen, Alaska 99588
Phone: (907) 822-4466 Fax: (907) 822-4406

www.Ahtnatribal.org
connect@Ahtnatribal.org

Tribal Stewardship Coordinator

Position Title: Tribal Stewardship Coordinator

Work Schedule: Up to 40 hours/week

Pay: \$55,000 - \$60,000 DOE

Location: Glennallen, Alaska

Reports to: Executive Director

Summary:

Join our team as the Tribal Stewardship Coordinator to lead the completion and implementation of the Ahtna Tribal Stewardship Plan. This role involves developing, coordinating, and finalizing the stewardship plan while ensuring that the goals and objectives align with the traditional tribal natural resource stewardship principles.

Key Responsibilities:

Project Planning and Coordination:

- Develop and implement a detailed project plan for the completion of the Ahtna Tribal Stewardship Plan.
- Coordinate with AITRC staff, Tribal members, and other stakeholders to ensure project objectives are met.
- Manage project timelines, resources, and budgets to ensure timely completion of deliverables.

Data Collection and Analysis:

- Oversee the collection and analysis of data related to tribal history, governance, traditional stewardship principles, and traditional territory.
- Ensure data integrity and accessibility throughout the project.

Document Preparation and Reporting:

- Prepare comprehensive sections of the Tribal Stewardship Plan, including history, governance, stewardship principles, territory impacts, and action plans.
- Ensure all sections of the plan are consistent and align with tribal goals and objectives.
- Present progress reports to internal and external stakeholders.

Stakeholder Engagement and Collaboration:

- Build and maintain relationships with Tribes, community organizations, governmental agencies, and industry partners.
- Facilitate communication and collaboration among project stakeholders to support project goals and address any challenges.
- Participate in outreach events, public presentations, and educational workshops to increase awareness of the project's objectives and findings.

Monitoring and Evaluation:

- Implement monitoring and evaluation processes to assess project progress and effectiveness.
- Adjust project plans and strategies as needed based on project objectives and milestones.
- Ensure all project activities comply with relevant regulations and protocols.

Minimum Qualifications:

- Bachelor's degree in Environmental Science, Project Management, Tribal Studies, or a related field.
- Proven experience in project management, particularly in environmental or tribal projects.
- Strong organizational and leadership skills with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills for effective stakeholder engagement.
- Proficiency in using project management and data analysis software.
- Ability to work independently and as part of a multidisciplinary team.
- Flexible and adaptable to changing project needs and environments.

Essential Duties and Responsibilities:

- Develop and manage project plans, timelines, and budgets.
- Supervise project team and logistics.
- Coordinate and oversee data collection and analysis activities.
- Prepare detailed reports and presentations on project progress and findings.
- Engage with stakeholders and facilitate collaboration.
- Monitor and evaluate project progress and effectiveness.
- Ensure compliance with health, safety, and environmental regulations.

Work Environment:

- This position requires working in both office and field environments, including remote and rugged locations.
- Travel to various sites and partner organizations will be necessary.
- The role may involve working evenings and weekends to meet project deadlines and attend outreach events.

Tribal Member Preference:

Pursuant to PL 93-638 as amended, preference will be given to qualified Ahtna Native Corporation Shareholders, Descendants, and Spouses in all phases of employment.

To Apply:

Submit your resume, cover letter, and three professional references to connect@ahtnatribal.org with the subject line "Tribal Stewardship Coordinator". Applications will be reviewed on a rolling basis until the position is filled.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.