



Ahtna Intertribal Resource Commission

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

www.ahtnatribal.org
connect@ahtnatribal.org

Project Manager

Position Title: Project Manager - Critical Minerals Testing and Site Assessment

Work Schedule: Up to 40 hours/week

Pay: \$90,000 DOE

Location: Glennallen, Alaska

Reports to: Executive Director

Summary: Join our team as a Project Manager to lead the critical minerals testing and site assessment project on abandoned mines and mine sites. This role involves overseeing the identification, inventory, and analysis of legacy mine sites to assess for contaminants and critical mineral resources. The Project Manager will coordinate fieldwork, manage data collection and analysis, and ensure the project meets its objectives and deliverables.

Key Responsibilities:

Project Planning and Coordination:

- Develop a Data Management Plan.
- Develop and implement a detailed project plan for the identification and assessment of legacy mine sites.
- Coordinate with AITRC staff, USGS, and other stakeholders to ensure project objectives are met.
- Manage project timelines, resources, and budgets to ensure timely completion of deliverables.

Fieldwork and Data Collection:

- Oversee the identification and inventory of legacy mine sites using public databases, local knowledge, aerial surveys, and other means.
- Coordinate site access, mapping, and field sampling of mine waste materials and surrounding environments.
- Ensure samples are collected and analyzed following USGS recommended protocols for consistency and accuracy.

Data Management and Reporting:

- Coordinate with team to ensure geospatial and analytical data integrity and accessibility.
- Prepare comprehensive reports on the findings of critical mineral concentrations and potential environmental impacts.
- Present results to internal 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 safety protocols and environmental regulations.

Minimum Qualifications:

- Bachelor's degree in Geology, Environmental Science, Project Management, or a related field.
- Proven experience in project management, particularly in environmental or geological 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 geospatial tools and data management software.
- Ability to work independently and as part of a multidisciplinary team.
- Knowledge of USGS sampling and analytical protocols is preferred.
- Flexible and adaptable to changing project needs and environments.

Essential Duties and Responsibilities:

- Develop and manage project plans, timelines, and budgets.
- Supervise field crew and logistics.
- Coordinate and oversee fieldwork and data collection activities.
- Prepare detailed reports and presentations on project 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 mine 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 two professional references to connect@ahtnatribal.org with the subject line “Project Manager – Critical Minerals”
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.