



Ahtna Intertribal Resource Commission

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

www.ahtnatribal.org
connect@ahtnatribal.org

POSITION DESCRIPTION

Position: Regulation Specialist	Location: Glennallen, Alaska
Schedule: 40 Hours Per Week	Reports To: Executive Director

The Ahtna Intertribal Resource Commission (AITRC) was established in 2011 as part of a long-standing desire of Ahtna tribes and organizations to conserve, manage, and develop the fish, wildlife, and plant resources of the Ahtna region according to culturally-relevant values. The core purpose of AITRC is to exercise tribal sovereignty and self-determination to promote traditional resource stewardship on the ancestral lands of the Ahtna people.

Summary: Review all State and Federal regulations pertaining to the Ahtna Region, provide written comments, and meet with AITRC's Fish and Wildlife committee to review any updates. Attend State and Federal meetings that affect fish and wildlife in the Ahtna region. Assist AITRC's staff with various projects including but not limited to fish, wildlife, and cultural research across the Ahtna Traditional Use Territory. Some overnight travel throughout the State is required.

Responsibilities:

- Work with and report to the AITRC's Executive Director to implement project goals and objectives.
- Must become familiar with Alaska State and Federal regulations, the regulatory process, and have the ability to convey this information to Tribal Citizens and rural residents.
- Review proposals and write comments on local, State, and Federal agency management plans, policies, and regulations that affect the Ahtna Traditional Use Territory.
- Attend and testify as needed at the Board of Fish, Board of Game, Federal Subsistence Board, Local Advisory, Regional Advisory Councils, and other regulatory meetings.
- Research and prepare testimony for hearings of the State and Federal legislatures as requested.
- Maintain files of participation in regulatory processes that pertain to the area.
- Assist in the coordination of AITRC Fish and Wildlife Committee meetings, agenda, and reports.
- Coordinate and disseminate a calendar of events for regulatory meetings that affect the Ahtna region.
- Read and understand a high volume of technical material including public testimony, draft regulations, legal opinions, court rulings, and other documents in electronic and hard copy format.
- Assist tribal citizens and rural residents with developing written and oral testimony as needed.
- Assist in communications between Ahtna tribes and agencies for Fish and Wildlife Committee.
- Write proposals when requested.
- Gain an understanding of Federal and State management systems as it relates to the Alaska Native Claims Settlement Act (ANCSA) and Alaska National Interest Land Conservation Act (ANILCA).
- Track and monitor all proposed legislation regarding and/or impacting the Ahtna territory.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

The successful candidate is required to demonstrate:

- Must be a high school graduate, have a GED or equivalent.
- Must possess good writing and verbal communication skills, including the ability to address a number of people in a public forum.

- Must have tact, discretion, and maturity in dealing with the public and representatives of other organizations and government agencies.
- Must be neat and professional in actions, personal appearance, and attire.
- Must be able to work independently without constant supervision.
- Must have and maintain a current Alaska Driver's license.
- Familiarity with and understanding of Ahtna Native culture and willingness to respect and honor Native lifeways and traditions is required.
- Must be able to interact effectively with the Ahtna people and stakeholders.

Preferred Qualifications:

- Previous experience or training in Land and Resource management is preferred.
- A sound, basic understanding of ANCSA, ANILCA, and other pertinent laws and regulations.
- Experience and knowledge of Alaska Native cultures.

Highly desirable knowledge, skills, and abilities for this position include:

- Must have a degree in Tribal Management or equal experience.
- Experience with report writing.
- Knowledge and understanding of State and Federal regulations and policies.
- Valid driver's license and current automobile insurance.

NOTE: Hiring preference will be given to Ahtna Tribal citizens.

**TO APPLY: Please send a cover letter, resume, and 3 professional references to:
connect@ahtnatribal.org. DEADLINE to APPLY: Open until Filled.**