



Ahtna Intertribal Resource Commission

PO Box 613 – Glennallen, Alaska 99588
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www.ahtnatribal.org
connect@ahtnatribal.org

POSITION DESCRIPTION

Position: NTIA Project Coordinator	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: The internet has changed how we communicate, educate, and advocate for the rights of Ahtna people. The NTIA Project Coordinator will coordinate and oversee the Tribal Broadband Planning with the eight Ahtna Tribes, while working with ANCSA Corporations, State & Federal Agencies, and regional entities in possible partnerships. The staff member will lead the effort to promote Ahtna Tribal involvement in tribal broadband. By developing digital literacy, the coordinator will work with Tribes to build knowledge on how the internet can be used for development of a workforce, preserving languages, getting health care, building businesses, sharing knowledge, and promoting equitable management of our natural resources.

Responsibilities: This position will work with and report to the AITRC Executive Director to implement the goals and objectives of the broadband planning project. The coordinator will be responsible for;

- Implementation of the Tribal Broadband Planning Project
- Creating & maintaining a Tribal Communication Plan that incorporates internal & external communications with Tribal goals and initiatives
- Work with tribes to form a Tribal Utility or similar organization
- Work with partners and contractors to schedule trainings, meetings, and coordinate travel for the project.
- Attend meetings, teleconferences, and trainings.

Knowledge, Skills, and Abilities:

The successful candidate is required to demonstrate:

- Knowledge and understanding of broadband and wireless communications
- Ability to read and understand federal regulations and policies on telecommunications, and inform tribes
- Ability to communicate with tribes and convey tribal interests to potential partners
- Knowledge of the Ahtna Traditional Use Territory geography, cultural history, and tribal governments
- Excellent attention to detail and organizational skills
- Reliable, punctual, and consistent in all job duties and responsibilities
- Communicate effectively verbally and in writing including technical reports
- Proficiency in using computers and computer software

Minimum Qualifications:

- Must have a degree in Rural Development, relevant discipline, or experience in tribal utilities
- Valid driver's license and current automobile insurance

For more information: go to www.ahtnatribal.org or call AITRC at 907-822-4466

To Apply: Send application, cover letter, resume, and 3 references to connect@ahtnatribal.org.

Note: Hiring preference may be given to Ahtna tribal citizens