



# Ahtna Intertribal Resource Commission

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## **Tribal Historic Preservation Officer Candidate POSITION DESCRIPTION**

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.

The position of AITRC Tribal Historic Preservation Officer (THPO) candidate, working under the direct supervision of the Project Coordinator, will support the project coordinator and other staff on a variety of tasks. This project seeks to lay the groundwork for establishing a Tribal Historic Preservation Office in the Ahtna region by building the regulatory, human-resource and data-management capacity needed. The THPO candidate(s) will be integral in helping to develop the project's trainings program. They will complete all training modules and provide direct feedback to the project coordinator on their relevance and ease of use. Additionally, this position will assist the Project Coordinator, Anthropologist, and Outreach Coordinator with a variety of tasks, as needed.

The Tribal Historic Preservation Officer Candidate will:

- Actively participate in all THPO trainings
- Provide thoughtful input and feedback into trainings developed by AITRC, suggesting ways in which they can be more informative, accessible and engaging
- Actively engage with state and federal processes, including the National Environmental Policy Act (NEPA) and National Historic Preservation Act Section 106, to assert tribal sovereignty over historical and cultural sites
- Assist the Project Coordinator and Anthropologist with ethnographic fieldwork and data entry
- Assist the Outreach Coordinator with community outreach and public presentations
- Monitor and report on any new or upcoming development that could impact historical sites

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong connection to the Chitina area; knowledge of area's people, culture and history
- Highly organized and motivated
- Able to adjust to a dynamic work environment
- Able to work remotely with intermittent in-person supervision
- Demonstrated tenacity: Willing to commit to retaining position for more than three years
- Previous experience in tribal governance is preferred

### **MINIMUM QUALIFICATIONS**

- High school diploma, GED, or equivalent experience
- Ability to communicate well, verbally and in writing
- Basic computer skills