



# Ahtna Intertribal Resource Commission

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[www.ahtnatribal.org](http://www.ahtnatribal.org)  
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**Position Title:** Tribal Historic Preservation Office Assistant

**Work Schedule:** Between 20-40 hours/week

**Pay:** DOE

**Location:** Glennallen, Alaska

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**Summary:** The position of AITRC Tribal Historic Preservation Office Assistant (THPO Assistant) works under the direct supervision of the Project Coordinator and 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 Assistant will learn to monitor active development sites to identify cultural resources that may be impacted. Additionally, this position will assist the Project Coordinator and Anthropologist with a variety of tasks as needed.

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## **Key Responsibilities:**

- Actively participate in all THPO trainings
  - Monitor and identify development sites for potential impacts to cultural resources
  - Engage in state and federal cultural resources management processes to assist in asserting tribal sovereignty over historical and cultural sites
  - Assist the Project Coordinator and Anthropologist with ethnographic fieldwork and data entry
  - Assist the Project Coordinator and Anthropologist with community outreach and public presentations
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## **Knowledge, Skills, and Abilities:**

- Strong connection to the Ahtna region; knowledge of its people, culture, and history
  - Highly organized and motivated
  - Available to work flexible hours as needed
  - Ability to work at remote field sites, travel in small boats and aircraft, and operate and use all-terrain vehicles appropriately and safely
  - Able to travel for work and be away for up to 5 days.
  - Ability to adjust to a dynamic work environment
  - Ability to work remotely with intermittent in-person supervision
  - Previous experience in tribal governance is preferred
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### MISSION:

'Atna' hwtaene - Honoring and integrating traditional knowledge and values through stewardship that is innovative and respectful of the land for all generations.

### VISION:

'Atna' hwtaene - Exercising sovereign authority and stewardship of cultural and natural resources within our traditional territory ensuring our future self-sustainability.

**Minimum Qualifications:**

- High school diploma, GED, or equivalent experience
  - A driver's license
  - Ability to communicate well, verbally and in writing
  - Basic computer skills
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**Tribal Citizen 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.

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**To Apply:** Submit your resume, cover letter, and two professional references to [connect@ahnatribal.org](mailto:connect@ahnatribal.org) using the subject line “THPO Assistant.”

Applications will be reviewed on a rolling basis until positions are 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.