



**ENVIRONMENTAL COORDINATOR**

**QUALIFICATIONS**

- College degree preferred.
- Experienced with computers, word processing and spread sheets
- Knowledge of Grant Writing, development of environmental and recycling programs.
- Ability to communicate orally and in writing with people and agencies in the community, and state and federal agencies
- Ability to evaluate proposals, select and work with consultants
- Ability and experience supervising employees
- Ability to work with the public
- Ability to work independently with minimum supervision
- EPA and IGAP experience.

**DUTIES**

- Coordinate and maintain a recycling program
- Manage the council's environmental program under the supervision of the Tribal Administrator
- To coordinate environmental projects in cooperation with the City of Atka, Atxam Corporation, APICDA, A/PIA, and appropriate state and Federal agencies
- To publish a quarterly newsletter to inform the community about environmental issues.
- To apply for, hire and supervise the environmental consultant.
- To administer the IGAP grant, adhering to budget provisions and categories
- Conduct research and maintain recycling centers to receive recyclables
- Conduct research and maintain shipping methods to recycling centers
- Collect aluminum cans, tin cans, paper, and cardboard for recycling
- Collect Lead Acid batteries, for recycling centers
- Collect and maintain Used Oil for state regulations
- Bale recyclables for shipment to recycling centers
- Other duties as assigned

**SUPERVISOR** - Tribal Administrator

**HOURS OF WORK** - Full time salaried position, Monday through Friday (and as needed)

**RATE OF PAY** - \$45,000 to \$49,000 annually

**This position is based in Atka, Alaska, and is Indian Preference under section 93-638. Please submit resume with cover letter to [chico@gci.net](mailto:chico@gci.net).**