



Cheesh'na Tribal Council

HC01 Box 217
 Gakona, Alaska 99586
 Phone: 907-822-3503
 Fax: 907-822-5179
 Website: www.cheeshna.com

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| Position Title: | IGAP Coordinator | Department: | EPA/IGAP |
| Location: | Chistochina | Travel Required: | Yes |
| Level/Salary Range: | DOE | Position Type: | Part Time |
| Supervisor: | Tribal Administrator | Funding Source: | EPA/IGAP Grant |
| Purpose: | Directly responsible for the overall management and administration of the EPA/IGAP program. | | |
| <p>Responsibilities:</p> <ul style="list-style-type: none"> • Responsibility to maintain all programmatic functions, reports and meeting attendance. • Responsible for completing all program narrative reports according to EPA and CTC requirements. • Responsible for attending trainings and conferences as identified in the grant documents. • Responsible for developing and coordinating community awareness of recycling programs in Chistochina. • Responsible to coordinate environmental education and project-based opportunities for youth, families, and community members. • Responsible for providing solid and hazardous waste removal planning and implementation in Chistochina. • Responsible in aiding in long term planning and the application of funding to enhance environmental programs and projects. • Responsible for creating, maintaining and following program timelines with tasks. • Responsible for maintaining and publishing program calendars. • Responsible for providing the program supervisor with monthly program reports. • Responsible for providing the program supervisor with quarterly program reports, for all program staff, for the CTC Board Meetings. • Responsibility to attend monthly meetings with the finance department to ensure budgetary compliance with the grant. • Complete additional tasks as assigned by the program supervisor. <p>Skills/Qualifications:</p> | | | |

“Strengthening our culture and community by protecting our land and traditional values, and by empowering our people to be strong and healthy in mind and body”



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- Must have a high school diploma or GED.
- Must have the ability and willingness to follow CTC Policy and Procedures.
- Must be punctual and neat in personal appearance and attire.
- Must have a valid Alaska Driver's License with no DUI or other violations in the past 36 months.
- Must be willing to travel to and attend functions in locations outside of home community.
- Must have the ability to deal pleasantly with the general public and fellow CTC employees.
- Must be willing to attend training and workshops to enhance job performance and knowledge.
- Must have knowledge of and interest in the Athabascan Culture and environmental issues.
- Must be willing to submit to a drug test.

Native Preference under the authority of P.L. 93-638 will be given.

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| Employee Signature | | Date: | |
| Supervisor Signature | | Date: | |