



**Native Village of Afognak** *To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago*

## **Environmental Program Manager** Job Description

Classification: Regular Full-Time, Exempt

Reports to: Tribal Administrator

Supervises: Environmental Program Assistant

### **Job Summary:**

This manager level position oversees Native Village of Afognak's Environmental program, including the administration of Indian General Assistance Program (IGAP), and development of the department to address needs of the Tribe and Tribal Members.

### **Reporting Relationship and classification:**

The Program Manager is directly supervised by the Tribal Administrator. This is a permanent exempt position and supervises the Environmental Assistant.

### **Duties and Responsibilities:**

- Develop multi-year grant proposals and budgets to the EPA for continuation of IGAP program
- Plan, implement and evaluate approved annual IGAP workplans as described in the proposal
- Develop, monitor and prepare revisions as necessary to program budget
- Collaborate with Grants Manager and TA to pursue additional grant opportunities for program development
- Track and complete grant reports as required
- Plan, coordinate and facilitate annual beach cleanup and environmental activities for Dig Afognak Camp
- Submit all grant reports in accordance to grant agreements
- Plan, coordinate and facilitate Environmental Committee meetings semi-annually
- Attend all trainings, workshops and conferences as described in the workplan
- Stay informed on EPA issues and maintain contact with Project Officer
- Maintain close working relationships with State, Federal, local and other Tribal agencies
- Maintain updated contact list and program inventory records
- Develop and distribute environmental educational brochures and handouts for Tribal membership
- Other duties as may be assigned

### **Dig Afognak**

All NVA employees assist with the logistics of the Annual Dig Afognak Camps & Fundraiser, which may include coordination meetings, driving campers and purchasing supplies, arranging travel for guests, and other duties.

### **Qualifications**

- Manager level experience preferred
- Individual must pass a federal background check.
- Supervisory experience preferred
- Must be sensitive to community cultural values
- Individual must work well under pressure to meet multiple and sometimes competing deadlines
- Must hold a valid driver's license with a clean driving record



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