



Chickaloon Village Traditional Council  
(Nay'dini'aa Na')  
Environmental Stewardship Department  
**External Position Announcement**

Job Title: Recycling Coordinator  
Department: Environmental Stewardship Department  
Reports to: Environmental Stewardship Department Director

Position Summary: To plan, organize and implement recycling tasks within Chickaloon Village Traditional Council and the Sutton community that will directly benefit the environment. The primary objectives of this position are to: coordinate recycling volunteers; provide community outreach and education about recycling in Sutton. Successful candidate must be teachable, committed to recycling and comfortable interacting with the public in a positive and professional manner. This is a part-time position budgeted for 10 hours per week with no benefits.

Qualifications: This position requires experience with recycling, communicating in a polite and professional manner with the general public, tabling at events, and organizing small trainings. The employee of this position must have knowledge to write a typed report using Word (or a similar program) and must have the ability to learn how to make and edit flyers and brochures on the computer. Must be at least 16 years of age with reliable transportation. Must be willing to work on some Saturday's.

Skills test required for all interviewed applicants.

Education: Some high school

Experience: Minimum of 1 year of combined experience with recycling, public speaking, and/or tabling events. Our ideal candidate is enthusiastic about recycling and enjoys interacting and informing others on this subject.

AN/AI Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples.

If you meet the requirements and would like to apply, you must submit your resume and a fully completed CVTC employment application. Open until filled. Applications are available by visiting our website at: [www.chickaloon.org](http://www.chickaloon.org), or by contacting Jennifer at (907) 745-0749, or via emailed request to [employment@chickaloon-nsn.gov](mailto:employment@chickaloon-nsn.gov).