



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

**Job Title:** Tribal Response Program (TRP) Coordinator  
**Department:** Environmental Stewardship  
**Reports to:** Environmental Stewardship Director

**Position Summary:** The Tribal Response Program (TRP) Coordinator is responsible for implementing CVTC's Tribal Response Program, including: researching potential Brownfield sites, compiling documentation, and conducting community outreach and education. The TRP Coordinator will attend relevant conferences and trainings, assist with surface water quality sampling, write grant proposals for program funding and manage the TRP grant award including writing quarterly reports. The selected applicant may also have the opportunity to conduct environmental education with students in grades K-9 and/or coordinate community recycling program. This position is 30 – 40 hours per week with benefits.

**Qualifications, Education & Experience:** Over 1 year up to 2 years of experience. Must demonstrate well-developed interpersonal skills with the ability to collaborate with diverse groups, gain trust, teach community residents of various ages about health impacts of contaminated soil and water and stimulate community residents to take action personally. Additionally, must have excellent oral and written communication skills, proficient computer skills, and experience in the design and creation of outreach materials. It is preferred to have at least 2 year's experience as an organizer with an emphasis on public health, environmental health, or health promotion. This position is required to have advanced computer software usage skills including Microsoft Office (Word, Excel, and PowerPoint). Design software knowledge is also preferred. Other basic office machine usage such as copiers, fax machines, etc. will be required.

A bachelor's degree in a scientific field or public health field is preferred due to the technical nature of scientific information to be reviewed, simplified, and shared educationally. A bachelor's degree may be substituted with four years of professional experience reading and writing technical reports, ideally in the scientific or public health field.

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

**If you meet the requirements and would like to apply, you must submit your resume and a fully completed CVTC employment application by Friday, February 15<sup>th</sup> at Noon. Applications are available and downloadable by visiting the employment page of: [www.chickaloon-nsn.gov](http://www.chickaloon-nsn.gov), by contacting Jennifer at (907) 745-0749, or via emailed request to [employment@chickaloon-nsn.gov](mailto:employment@chickaloon-nsn.gov).**