



Ahtna Intertribal Resource Commission

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POSITION DESCRIPTION

Position:	Project Coordinator - ISN	Location:	Glennallen, Alaska
Schedule:	40 Hours Per Week	Reports To:	Executive Director

The Ahtna Intertribal Resource Commission (AITRC) was established in 2011 as part of a long-standing desire of Ahtna tribes and organizations to conserve, manage, and develop the fish, wildlife, and plant resources of the Ahtna region according to culturally-relevant values. The core purpose of AITRC is to exercise tribal sovereignty and self-determination to promote traditional resource stewardship on the ancestral lands of the Ahtna people.

Summary: AITRC is employing a Project Coordinator to assist in the development of the Ahtna Indigenous Sentinels Network. This will include local and traditional knowledge of wildlife and fisheries in the Ahtna Traditional Use Territory. The project's goals and objectives include documenting and integrating Ahtna indigenous knowledge and observations into a Tribally run database that will help to better inform research and policy.

Responsibilities: This position will work with and report to the AITRC Executive Director and implement the ISN project goals and objectives.

- Work with the Alaska Conservation Foundation (ACF) and AITRC staff to develop app and database
- Supervise part-time Sentinel employees
- Coordinate with departments and other organizations on field data collection
- Attend training and receive certification for drone operations
- Update ArcGIS mapping database with new information
- Coordinate meetings with the tribes and tribal leaders
- Attend and engage in the Indigenous Sentinels Network meetings and trainings
- Assist the Executive Director with other duties as assigned.

Knowledge, Skills, and Abilities:

The successful candidate is required to demonstrate:

- knowledge of the Ahtna Traditional Use Territory geography, cultural history, and regional hunting and fishing customs and practices;
- excellent attention to detail and organizational skills;
- an ability to be reliable, punctual, and consistent in all job duties and responsibilities;
- an ability to communicate effectively verbally and in writing;
- proficiency in using computers and computer software, including Microsoft Word, Microsoft Excel, and ArcGIS
- Able to travel

Highly desirable knowledge, skills, and abilities for this position include:

- Must have a degree in Biology, Environmental Science, or related field, or equivalent experience
- experience conducting interviews with Alaska Natives and subject matter experts;
- experience with geographical information systems (GIS) digital mapping software;
- experience with technical report writing.

NOTE: Hiring preference will be given to Ahtna tribal citizens.

For more information about this position, please contact Karen Linnell at 907-822-4466