

# NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION

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**JOB TITLE:** Natural Resources Manager  
**REPORTS TO:** Business Manager  
**SUPERVISORY:** Yes  
**WORK SCHEDULE:** 8:00 am to 5:00 pm Monday through Friday  
**POSITION TYPE:** Exempt  
**DATE:** September 17, 2024

## POSITION OVERVIEW:

The Natural Resources Manager is responsible for supporting the goals and objectives of the Natural Resources Department for the Native Village of Nuiqsut. This position is responsible for analysis of notices to the Tribe relating to natural resources and environmental matters and will provide needs assessments, funding opportunities and applications for funding to support the growth and stability of the department. This position will also deliver the programmatic activities outlined in the Tribe's current EPA grant and work plans.

## RESPONSIBILITIES:

- Assess the environmental and natural resources needs of the Tribe.
- With the Council, develop the goals, objectives and processes for the department.
- Provide recommendation and application for appropriate funding.
- Implement all aspects of the EPA program.
- Provide technical assistance with departmental programs and provide communication on natural resources and environmental matters within the Tribe's designated areas and areas of interest.
- Collaborate with the other designated organizations as assigned by the Tribal Council.
- Produce quarterly and annual narrative reports and other reports to the EPA and other department required funding sources in compliance with grant requirements.
- Work cooperatively with accounting to provide accurate and timely financial reports to the Council and funding sources.
- Produce monthly reporting on all departmental activities.
- Maintain familiarity with current state and federal environmental, fisheries and wildlife statutes and implementing regulations.
- Provide environmental monitoring, sampling and data management.
- Develop a community and youth education program and Elder knowledge project.
- Develop and support an internship program.

#### KNOWLEDGE, SKILL, AND ABILITIES:

- Ability to present professionally both publicly and in writing.
- Knowledge of the federal and state government/Alaska Native relationship.
- Ability to travel to rural Alaska.

#### REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited university in Environmental Sciences, Natural Resources Management, or a related technical field.
- Demonstrated research skills, ability to summarize and analyze survey data, proven ability to produce high quality narrative reports, and technical consultative experience.
- Experience with program management and larger grant development and application.
- Working knowledge of environmental and social justice regulations.
- Demonstrated dependability, professionalism, maturity, and judgement in performance of duties.
- Ability to pass a criminal background check.
- Driver's license and clean driving record.
- Consistent and dependable attendance is a mandatory requirement of this position.

#### DESIRED QUALIFICATIONS:

- Master's degree from an accredited university in Environmental Sciences, Natural Resources Management, or a related technical field.
- Experience with the EPA IGAP Program in Alaska is preferred.

Under the authority of P.L.93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to the Tribe's Personnel Policies and Procedures.

Please provide a resume to [manager@nvnuqsut.org](mailto:manager@nvnuqsut.org).