I. SUMMARY:
This individual is responsible for developing a climate adaptation plan that will be used to assist STA in coordinating mitigation and adaptation strategies from negative impacts on natural and cultural resources due to climate change; conduct interviews, literature searches, assist STA staff with projects related to Southeast Alaska Tribal Ocean Research (SEATOR) program and functionality of the Sitka Tribe of Alaska Environmental Research Lab.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:
A. Job Duties
1. Coordinate with community members to conduct interviews focusing on traditional knowledge regarding natural and cultural resources.
2. Research resources significant to STA and how they have been negatively impacted due to climate change.
3. Coordinate with STA Resource Protection staff with developing climate adaptation priorities, mitigation strategies, and risk assessments.
5. Assist with Tribal Youth and internship projects.
6. Perform weekly and monthly tasks, including duties associated with maintaining environmental program workspaces.
7. Assist with processing environmental samples, including shellfish, fish, and seal for the Sitka Tribe of Alaska Environmental Research Laboratory.
8. Participate in the Traditional Foods Program by assisting with the collection, processing, and distribution of traditional foods to Tribal Citizens and Elders.
9. Other duties as assigned.

B. Reports and Meetings
1. Keep Resources Protection Department staff informed about projects and duties via weekly staff meetings.
2. Attend SEATOR quarterly calls.
3. Attend meetings and events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
III. MINIMUM QUALIFICATIONS:

A. Education:
- Bachelor’s in environmental science, or another applicable field.
- AND two years work experience in project coordination and implementation.

B. Experience, Skills and Abilities
- Experience with computer systems and software such as Microsoft Word, Excel, and Google sheets.
- Experience working with community members and stakeholders.
- Ability to work with Tribal, State, and Federal agencies.

Criminal Background Check.
This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual’s immediate supervisor. No individual may fill this position who
- has been convicted of any crime involving a sexual offense.
- has been convicted, plead no contest to, or has a current pending charge of a felony.
- has been convicted or plead no contest to a misdemeanor domestic violence offense.
- is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

Drug and Alcohol-Free Workplace
This position is required to comply with Sitka Tribe of Alaska’s Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

IV. PREFERENCE
Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.