

Sitka Tribe of Alaska
Job Description
KAYAANI COMMISSION COORDINATOR

Exempt:	No	Grade:	6 (\$24.16-\$26.03)
Benefits:	Yes	Hours:	8:00 a.m. -4:30p.m.
Department:	Resource Protection	Effective Date:	January 30, 2023
Reports to:	Resource Protection Director		

I. SUMMARY

The Kayaani Commission Coordinator is primarily responsible for staffing the Kayaani Commission and implementing projects and programs related to the management, preservation, and traditional knowledge of plants within the Sheet'ká Kwaan. Other essential duties include securing program funding, grant management, and coordination with local, state, and federal land managers, NGOs, and the general public on plant-related issues.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

Reports to the Resource Protection Director and does not supervise any positions.

B. Kayaani Commission Coordination

- Coordinate Commission meetings and events, including; submitting PSAs, drafting of agendas and minutes, project and program implementation, and public outreach.
- Coordinate with local, state, and federal land managers, NGOs, and the general public on implementing Commission projects and events (special forest product program development, development of a tribal garden, invasive species management, educational opportunities, etc.).
- Secure funding to maintain this grant-funded position and support Kayaani Commission projects and programs.
- Manage all funding associated with the Kayaani Commission, including grant writing, implementation and reporting, procurement, and budget management.
- Other duties as assigned

C. Meetings, STA Reporting, and Professional Conduct

- Attend meetings as requested by the Resources Protection Director.
- Prepare a report for inclusion in quarterly newsletters and the annual report.
- Responds to questions/comments in a courteous and timely manner.
- Complete all paperwork for permitting compliance.

- Represent the Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High School Diploma or GED

B. Experience

- Experience with MS Word, Excel, and Publisher
- Experience in grant management
- Experience with ArcGIS mapping

C. Additional Requirements

- Possession of a valid Alaska Driver's license

D. Knowledge, Skills, and Abilities:

- Knowledge of plants within the Sheet'ka Kwaan
- Ability to communicate effectively in writing and orally
- Ability to work cooperatively with staff, citizens, and clients

IV. PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring apply as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. 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 and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.

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.

B. 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 reasonable suspicion and follow-up drug/and or alcohol testing.