



EMPLOYMENT OPPORTUNITY

Solid Waste Coordinator and Tribal Lands Assistant

The Qawalangin Tribe of Unalaska is recruiting a Solid Waste Coordinator and Tribal Lands Assistant to take the lead in developing the Tribe's solid waste management efforts on Unalaska and to assist the Tribal Lands program with field work efforts and special programmatic tasks. The Solid Waste Coordinator will collaborate with partner agencies and organizations to support backhaul, recycling, and waste reduction efforts for the community. The Tribal Lands Assistant will be the first responder to document military impacts and other environmental issues to support mitigation of these impacts on Unalaska, Amaknak, and Hog islands. Key responsibilities of this position include but are not limited to:

Solid Waste Coordinator

1. Research and coordination of potential shipping and recycling vendors, including negotiation of transport and acceptance of recyclable materials.
2. Attend all trainings needed to participate in Backhaul Alaska program and perform proper packaging and storage of recyclable goods prior to shipping. Comply with all relevant Tribe, City, State and Federal regulations.
3. Track inventory of received materials, organize materials in the warehouse, identify and maintain inventory of needed supplies. Maintain and manage facilities, collection bins, and equipment in a neat, efficient manner. Notify supervising personnel immediately of needs for equipment, maintenance, repairs, or supplies.
4. Take the lead on organizing and implementing community wide collection events, in cooperation with partner organizations.
5. When applicable, supervise volunteers in managing materials for backhaul and recycling.
6. Assist with conceptualizing, creating, and distributing outreach material.
7. Take all necessary and customary precautions in introducing and maintaining safety measures against all hazards connected to work of handling a variety of recycle materials. Personal protective equipment (PPE) will be provided by the Tribe. Ensure use of required PPE and that care is taken in all instances to prevent workplace accidents, injuries, and damage to buildings, grounds, or equipment. Notify the supervising personnel immediately in the case of any health, safety, or environmental hazards.

Tribal Lands Assistant

8. Assist the Native American Lands Environmental Mitigation Program (NALEMP) Coordinator and Lands and Infrastructure Director with program activities including participating in local field work activities. This may include environmental and hazards surveys, supervising contractors, and performing site visits.
9. Attend 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and a yearly 8-hour refresher course to be prepared to safely work on sites with hazardous substances (petroleum hydrocarbons, PCBs, metals, etc.).



10. Support the preparation of plans and reports. Document field and site activities using standard operating procedures.

General Responsibilities

11. Attend fork-lift training and maintain training to support safe loading and unloading of equipment and supplies.
12. Maintain the Tribe's warehouse space in an organized and safe fashion and ensure proper function, maintenance, and operation of equipment (forklift, skiff and motor) and tools.
13. Collaborate with staff and other programs as needed to complete program goals.

This is a full-time, permanent position eligible for staff benefits. This grant-funded position will be based in Unalaska, Alaska. Moving or relation costs will be at the applicant's own expense. This position will be salaried and will be based on 40 hours per week, year-round. Compensation will be based on education and experience.

MINIMUM QUALIFICATIONS

- High School diploma or GED, required. Bachelor's level degree, preferred with coursework in environmental management, natural sciences, urban planning, or related field.
- Minimum 2 years relevant work experience in solid waste or environmental management, preferred.
- Experience working with forklifts and previous OSHA Forklift certification, preferred.
- Experience with report writing, public speaking, and interpersonal skills.
- Experience coordinating, prioritizing, and effectively managing time across multiple projects.
- Experience working effectively with the public, tribal community, and governmental agencies.
- Ability to work independently and follow directives.
- Valid AK Driver's License with willingness to travel locally and spend time in the field to oversee projects.
- Relevant computer skills including Microsoft Office applications (Word, Excel, etc.).

HOW TO APPLY

Complete application packet must include the following and be submitted to jobs@qawalangin.com by the posted closing date and time.

- **Cover letter.** It should describe how you meet the desired knowledge, skills, abilities, and experience as they pertain to the key responsibilities and desired strengths listed in the job description. If you do not have experience with any of these traits, identify it in the letter and/or willingness to acquire skills and training needed. This cover letter will be considered a writing sample and evaluated for clarity, content, and attention to detail.
- **Resume.** Please ensure that your resume identifies education and related experience meeting the minimum qualifications for the position.
- **Application for Employment.** Available at www.qawalangin.com/employment.
- **Three professional references** (including names, email address, and telephone numbers).

Hiring preference will be given to tribal members, Alaska Natives and Native Americans, local and rural residents, and Alaskan residents. Native preference will be given to qualified Alaskan Natives/ American Indian applicants under the provisions of P.L. 93-638/100-472.

The successfully candidate will be required to complete a background check prior to beginning work