



Climate Change Coordinator Job Description

Location: Anchorage, Alaska

Reports To: Environmental Director

Supervises: None

Grade: 4

Status: Exempt

The Organization: CRRC is a nonprofit intertribal fish and wildlife commission established to address environmental and natural resources issues of concern to its seven member Tribes, located in the Chugach Region of southcentral Alaska. These include Tatitlek Village IRA Council, Native Village of Eyak (Cordova), Port Graham Village Council, Nanwalek IRA Council, Chenega IRA Council, Qutekcak Native Tribe (Seward), and Valdez Native Tribe.

Position Description: The Climate Change Coordinator will develop and implement programs based on the review and evaluation of scientific research and data that identifies how shifts in climate will potentially affect natural resources, animals, and civilizations.

Primary Duties and Responsibilities

- Manage and oversee all aspects of assigned projects, ensuring they are completed on time, within scope and budget.
- Compile, analyze, and clarify information, data, and research regarding environmental management and climate change.
- Review existing climate or environmental management legislation, regulations, policies, and practices to determine actual and potential environmental impacts.
- Communicate research findings to partner Tribes, regulatory agencies, or other stakeholders through written reports, presentations, and academic papers.
- Collaborate with stakeholders to develop educational and outreach programs regarding climate change.
- Prepare and interpret long-range climate projections and related materials. Assistance would be given from the Environmental Director in close collaboration with any climate research center or expert.
- Prepare and distribute reports and papers to the Environmental Director as requested.

A Tribal Organization Focusing on Natural Resource Issues Affecting the Chugach Region of Alaska

Chenega • Eyak • Nanwalek • Port Graham • Qutekcak Native Tribe • Tatitlek • Valdez Native Tribe

- Maintain knowledge of developments and studies in the field.
- Assist with the development, implementation, and oversight of the departmental budget.
- Assist with all aspects of grant reporting, including tracking progress and ensuring compliance with grantor requirements.
- Performs other related duties as assigned.

Educational & Experience Requirements:

- Bachelor’s degree in Environmental Science or related field required; post-graduate degree preferred.
- Two years of related work experience.

Skills and Abilities:

- Thorough understanding of legislative and regulatory processes related to environmental management and climate change.
- Thorough understanding of environmental science and climate change.
- Communicating effectively in writing, speaking, and presenting as appropriate for the needs of the audience.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Excellent data analysis, mathematics, and deductive reasoning skills.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software to prepare data reports and research projects.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to tell when something is wrong or is likely to go wrong.

Employee is expected to embrace, support, and promote the core values of respect, integrity, trust, compassion, and quality which align with CRRC’s Mission and Vision through their actions and interactions with all staff and partners.

THE CHUGACH REGIONAL RESOURCES COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF OF THE CHUGACH REGIONAL RESOURCES COMMISSION (Public Law 93-638 Indian Self-Determination and Education Assistance Act, Indian Preference Act, and the Indian Civil Rights Act, 1968 apply). Preference will be given to a Native from the Chugach Region or person who is knowledgeable of the region’s language, culture, and language.

Acknowledgment and Acceptance:

Employee

Date

Executive Director

Date