

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: **Specialist;** Subsistence Outreach

OBJECTIVE: Design, develop, implement, perform, and administer projects which provide useful documentation and protection of the rights of Bristol Bay Tribes to meet their subsistence and cultural needs.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results. Candidates must demonstrate their ability to accomplish these results.

Valuable Education / Experience: Bachelors or advanced degree in a Natural Sciences or Social Science field, with emphasis in Fisheries Biology, Marine Biology, or Environmental Studies. Four years of progressive experience in work of a similar nature with demonstrated skills and abilities may be substituted for formal education at BBNA's discretion. **Important attributes include:** Experience working with the general public and tribes in Alaska; Excellent written and oral communication skills; Ability to understand and accurately communicate State and Federal regulations; Leadership skills to lead discussions and gather information on our traditional way of life; Familiarity with Bristol Bay area, people and cultures; cross cultural communication skills; Yupik, Athabascan or Alutiiq language preferred, but not required; Ability to work with professionals from other disciplines and agencies; Ability to work as a member of a team and individually with minimal supervision; Excellent computer skills; Management of grant programs, including knowledge of budgets, project management, and grant research. **Travel Requirements:** Requires extensive statewide and in region travel including on small aircraft, all-terrain vehicles, snow machines, and marine vessels. **Physical demands:** Nature of Position requires abilities to climb in and out of small aircraft, ATVs, and boats; work extended periods in field locations with exposure to outdoor weather and uneven terrain; lift and carry up to **50** pounds.

Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.

ESSENTIAL JOB RESULTS

Provide valuable research data related to subsistence resources

by

- Implementing subsistence-related research projects using a variety of methods such as interviewing subject matter experts, consultations with biologists and anthropologists, gathering traditional ecological knowledge, documenting our way of life, participant observation and administering household surveys.
- Assisting with the preparation of written and audio documentation, reports and compiling data collection.
- Coordinating travel and research plans with local governments and agencies.
- Assisting with developing grant proposals, grant management, contracts, and cooperative agreements to support community-based research projects with local and regional entities.

- Conducting research and consulting with biologists, anthropologists, community specialists, subject matter experts, and other professionals.
- Collaborating with appropriate agencies and research institutions to implement subsistence survey priorities.
- Developing local researcher/surveyor opportunities within communities in related fields by working closely with appropriate entities.

Provide advocacy for the subsistence lifestyle of the Native people the Bristol Bay region.

- Monitoring key federal and state initiatives relating to subsistence resources, including proposed legislation, rulemaking, regulatory changes, and permitting.
- Educating and engaging Bristol Bay residents on the fish and game regulatory process in developing proposals and providing public testimony for the State of Alaska Board of Fish/Board of Game and Federal Subsistence Board.
- Developing oral presentations regarding subsistence related projects at community meetings and other public forums (including professional meetings, schools, and other such organizations).
- Developing and maintaining effective working relationships and collaboration with BBNA staff, tribal councils, tribal members, federal and state agencies (advisory committees and regional councils), the general public, and other natural resource organizations.

Provide Fiscal management

by

- Identifying new funding sources.
- Administering budgetary and contractual obligations for related grants.
- Providing timely, accurate reports to funding agencies.
- Assist in managing grants for Natural Resources Department.

Keeps Management Informed

by

- Preparing a comprehensive monthly report to Department Director and yearly annual report.
- Participating in developing written detailed program annual operating plan.
- Developing and /maintaining a system for retrieving data and files.

Monitors and improves program and service quality.

by

- Participating on BBNA project planning teams, such as community planning groups, conference planning groups, and devising ways to improve the overall effectiveness of the program.

Travel in and out of region

by

- Scheduling well-planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities.

Protect program integrity and client privacy

by

- Abiding by BBNA's policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGE: \$23.52-\$32.81/hour; \$45,846 - \$63,980/hr

REPORTS TO: Director of Natural Resources

DUTY STATION: Dillingham Central Office

Employee acknowledgment / date

Supervisor / date

Director of Human Resources/date

President/Chief Executive Officer