



Job Title: Climate Resilience (CR) Program Manager	Department: Natural Resources
Reports to: Natural Resources Director	Location: Utqiagvik
Status: Regular Full-time	Classification: Non-exempt, hourly
Pay Range: Up to \$55.00/hour, DOE	Supervises: N/A
Posting Date: February 28, 2025	Closing Date: Until Filled

THIS IS A GRANT FUNDED POSITION. THE POSITION IS CONTINGENT UPON RECEIPT OF FEDERAL GRANT FUNDS AND IS NOT GUARANTEED BEYOND THE LIFE OF THE GRANT.

Job Summary or Purpose:

The Climate Resilience (CR) Program Manager is responsible for oversight of the ICAS Climate Resilience Program. This includes development of the Area wide Climate and Threat Assessment and an Initial Response Plan.

Duties and Responsibilities:

1. Work to meet Climate Resilience program and Natural Resources Departmental goals.
2. Development and implementation of the ICAS Climate Resilience Program.
3. Perform research, collection, analysis, and presentation of statistical and other pertinent data related to the Climate Resilience program and Natural Resources Department.
4. Attend meetings as requested; keep current on legislation and policies impacting the Climate Resiliency Program and Natural Resources Department.
5. Organize and facilitate outreach regarding the Climate Resiliency program including public meetings as requested by the Natural Resources Director or indicated in the program work plan and include data dissemination to region and partners.
6. Work closely with the Natural Resources Director to select appropriate consultants and oversee and participates with the work performed for Climate Resilience Program.
7. Travel to all villages to perform the work necessary to meet program goals.

8. Coordinate and implement project planning, assessment, and outreach activities with consultants and participants, organizational partners and other stakeholders within the Arctic Region.
9. Prepare reports as requested. May include: Monthly reports to Department Director, quarterly narrative reports for the Climate Resilience Program, special reports requested by the Executive Director, Council, etc.
10. Prepare Climate Resilience Project workplans, budgets and schedules in coordination with Natural Resources Director and Council.
11. Other Duties as assigned.

Qualifications, Knowledge, and Skills

1. Must possess strong written and verbal communication skills.
2. Ability to collect, organize, and maintain records and data.
3. Familiar with Microsoft Office Suite and other common software.
4. Must be able to work and communicate effectively in a multi-cultural setting and develop working relationships with various governments, corporations, and funding agencies.
5. Ability to make oral presentations and facilitate meetings

Education, Experience, Certifications, and Licenses Required

1. High school diploma
2. Preferred Bachelor's degree in Environmental Science, Environmental Planning, Natural Resources, related field, or 4 years of comparable work experience.

Physical Requirements

1. Prolonged periods of sitting at a desk and working on a computer
2. Must be able to lift 50 pounds at times
3. Must be able to access and navigate each department at the organization's facilities

Travel Requirements

1. Travel may be required up to 25% of your time.
2. Travel may be in-state or out-of-state.
3. Mode of travel would be by commercial airplanes (i.e., small aircrafts to large jets), motor vehicle, train or other private or public conveyance.

The Iñupiat Community of the Arctic Slope is an Alcohol and Drug Free Workplace

This job description reflects the Iñupiat Community of the Arctic Slope's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Iñupiat Community of the Arctic Slope is an at-will employer.

How to Apply:

If you are interested in applying for this position, please contact the Human Resources Department at (907) 852-4227 ext 144 or by email at debbie.benson@icas-nns.gov. You can download an employment application from the ICAS website at [Human Resources - ICAS \(icas-nns.gov\)](#).