



Job Title: Indian Environmental General Assistance Program (IGAP) – Program Manager	Department: Natural Resources
Reports to: Natural Resources Director	Location: Utqiagvik
Status: Regular Full-time	Classification: Non-exempt, hourly
Pay Range: Up to \$51.28/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 Indian Environmental General Assistance Program (IGAP) Program Manager is responsible for developing, administering, and maintaining the IGAP program policies and procedures. This includes implementing the regional and ICAS workplans to ensure that outputs and deliverables are achieved.

Duties and Responsibilities:

1. Work to meet IGAP program and Natural Resources Departmental goals.
2. Maintain, develop, and update IGAP program policy and procedures.
3. Perform research, collection, analysis, and presentation of statistical and other pertinent data related to the IGAP program and Natural Resources Department.
4. Attend annual IGAP and related Natural Resources trainings and conferences and keep current on legislation and policies impacting the IGAP Program and Natural Resources Department.
5. Organize and facilitate outreach regarding the IGAP program including public meetings as requested by the Natural Resources Director or indicated in the program work plan.
6. Work closely with the Natural Resources Director and ICAS Villages on IGAP workplans and environmental projects in the region.
7. Coordinate project planning and environmental activities on IGAP development within the Arctic Region.

8. Prepare reports as requested. May include: Monthly reports to Department Director, quarterly narrative reports for the IGAP Program, special reports requested by the Executive Director, Council, etc.
9. Prepare IGAP Project workplans, budgets and schedules in coordination with Natural Resources Director and villages.
10. 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 Natural Resources, EPA 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 10% of your time to attend work meetings or training opportunities.
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-nsn.gov. You can download an employment application from the ICAS website at [Human Resources - ICAS \(icas-nsn.gov\)](#).