



Job Title: Backhaul Alaska Statewide Assistant Coordinator Level II/III/IV

Full-time (40 hr/week). 24 - 35 hr+/ week may be available for exceptional candidates who are interested.

Location: Anchorage. Working remotely from rural Alaska is possible.

FLSA Status: Level V Exempt, Levels I - IV are non-exempt.

Reports to: Statewide Coordinator. Deputy & Executive Directors as determined.

Summary of Position: Backhaul Alaska www.BackhaulAlaska.org is a growing statewide program of the Solid Waste Alaska Taskforce (www.907SWAT.org) which works with rural villages to transport out hazardous waste materials for the purpose of protecting community health and subsistence resources, and to create local jobs. Zender administers the 'Program' on SWAT's behalf. The Statewide Assistant Coordinator is an integral cross-regional position that is expected to develop trusted and regular working relationships throughout the State with Backhaul Alaska villages and partners.

This new position works directly with the Backhaul Alaska Statewide Coordinator performing technical training, on-site testing inspections, Program outreach, documentation of village and rural hub backhaul program supply, equipment, and training needs, and backhaul event preparedness assistance. They should expect to serve as the Acting Statewide Coordinator or fill the role of a Regional Coordinator when needed to ensure timely operations of the Program.

Primary Responsibilities & Duties:

- Works with the Statewide Coordinator, Regional Coordinators, and other Zender staff to carry out Backhaul Alaska program work including but not limited to communicating and coordinating with Backhaul Alaska communities on a regular basis, helping with supply procurement & freight, helping communities with inventorying, helping coordinate & give backhaul trainings, updating database records, and working to improve database and other system functionalities.
- Work with the Backhaul Alaska Control Tower with transportation and vendor logistics.
- Act as a floating Regional Coordinator when/where needed for on-site packaging/training/inspections for communities in the program.
- On-site travel is expected. Frequency will vary depending on FTE and expertise. Must be willing to make at least six (6) annual site visits to village or hubs overnight, and



potentially one to four more that are accomplishable within 1 day. Travel expectations to be discussed further in the hiring process for applicants that are selected for final interviews.

Additional Responsibilities & Duties:

We are a small office and while working independently you will be called upon to assist other staff in performing various office functions, depending on your own workload.

Background, Skills & Abilities Required:

- MS Excel, MS Word proficiency
- Excellent communication skills
- Minimum 4 years experience in related work such as materials transportation, hazardous materials, other large scale logistics or supply chain management work, environmental training, materials recycling / processing, coordination or project management of complex multi-partner multi-tier projects or programs, or operation of a rural Alaska community or hub backhaul program, applied engineering, applied programming.
- Rural Alaska experience and/or knowledge base.
- Details oriented
- Ability to take and give direction gracefully
- Desire to make a difference.

Preferable, but not required:

- Yup'ik or other Alaska Native language fluency receives a preference score over other skills in this list.
- Alaska Native language proficiency preferred,
- Rural Alaska Native Village life experience is highly desirable
- Tribal experience
- ACCESS or other database proficiency
- Excel Mastery
- Rural Alaska service organization knowledge
- Mastery of software programs useful in education & outreach, data management, other
- Experience and proficiency (mastery preferred) in one or more of the following:
 - Waste & product backhaul
 - Business planning
 - Grant management
 - IGAP grant or Work in or for a rural village or hub environmental department.
 - Solid/hazardous waste
 - Emergency response
 - Marketing
 - Social Media Networking
 - App design

Core Competencies: Ability to work as a team, ability to problem solve, ability to work unsupervised, ability to work under deadlines, ability for patience, ability to interact with



Zender Environmental Health and Research Group

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individuals at various levels, ability to represent the Group professionally, ability to work effectively over the phone & email, ability to multi-task.

Physical demands: Primarily an office position.

Work environment: Downtown office, baby-friendly, people-friendly, casual dress. We are a small organization and may allow a high portion of work to be tele-commute.

Notes: 1. ZEHRG is supportive of rural Alaska community development. We may be able to accommodate full-time tele-commuting for extraordinarily-qualified individuals living in an off-road rural community. 2. *This organization is an at-will employer.*

Benefits: Generous personal leave & holiday pay, annual COLA

Salary: Competitive, depends on experience and hire level

Application Instructions: Email or fax resume and letter of interest to Simone Sebalo, Deputy Director, email: ssebalo@zendergroup.org or fax: 877 335 6780. Please do not hand-deliver.

Position open until filled

Position funded by an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with

Cynthia Darden, Assistant Director,
Office of Civil Rights- Mailcode 1201A
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460-0001.