



**Job Title:** Backhaul Alaska Statewide Assistant Coordinator, Ground Operations Level II/III/IV

Full-time (35+ hr/week). Part-time (24+/week) may be available

**Location:** Anchorage.

**FLSA Status:** Non-Exempt

**Reports to:** Backhaul Alaska Statewide Coordinator

**Summary of Position:** Backhaul Alaska [www.BackhaulAlaska.org](http://www.BackhaulAlaska.org) is a growing statewide program of the Solid Waste Alaska Taskforce ([www.907SWAT.org](http://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, and also provides on-the-ground backhaul logistics and operations in Anchorage.

This new position works directly with the Backhaul Alaska Statewide Coordinator to carry out physical logistics and operations in Anchorage for backhaul materials and supplies pick up and transfer, perform on-site technical training and inspections, assist with on-site collection events, assist with Anchorage trainings, develop and manage road system community backhaul, and carry out related paperwork, documentation, and data entry.

A small portion of the work will fall under the supervision of Executive staff, primarily in occasional support of supplies storage organization, supplies transfer between the storage site and office location, training preparation, and conference events.

**Primary Responsibilities & Duties:**

Work with the Statewide Coordinator, Regional Coordinators, other Statewide Program staff, and Zender staff to carry out Backhaul Alaska program work including but not limited to:

- Managing and carrying out supply procurement including pickup, storage, organization, shipment to communities, and inventorying (supplies include but are not limited to packing materials, battery core kits, PPE, small scale equipment, pallets, totes, Backhaul Alaska swag, etc). *Requires use of a truck and pallet jack or forklift.*
- Handling shipments as they come into Anchorage by air and transferring materials to storage site and/or other transfer location as needed, and load/unload connexes. *Requires use of a truck and pallet jack or forklift.*
- Development of a Program network of road system communities including working with road system recycling organizations, organizing collections & events, attending and assisting some collection events, picking up shipments in Anchorage from road system communities when needed, working with transporters and recyclers for road system shipments. *Requires use of a truck and pallet jack or forklift.*



- Assisting at Anchorage and Regional trainings including set up, transferring training materials (such as training batteries, collapsible totes, shade structure, banners, supplies etc) for hands-on portion of trainings, assisting with instructing when needed, help with training documentation (sign ups, taking photos, booking shuttles, field trips where needed), helping with breaking down/closing down trainings, and carrying out post-training paperwork and documentation).
- Communicating and coordinating with Backhaul Alaska communities when needed.
- Updating database records and carrying out post- site visit paperwork and documentation.
- Work with other Backhaul Alaska staff on transportation and vendor logistics.
- Act as a floating Regional Coordinator when/where needed for on-site packaging/training/inspections/collection events 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 Zender 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
- Experience in working with or knowledge of Tribal governments and Tribal consortia



- Forklift operation (will train qualified candidates if this skill is lacking)\*
- CDL (will train exceptionally qualified candidates if needed) \*
- 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
  - Solid/hazardous waste
  - Emergency response

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

**Physical demands:** Must be able to drive a flatbed truck or heavy duty pick-up truck and operate a lift gate; operate a pallet jack and forklift (will train if needed); lift heavy loads up to 50 lbs; manipulate loads up to 100lbs with assistance; transport and stock supplies; pick-up and drop-off pallets of backhaul materials from vendors; and load/unload materials in connexes.

**Work environment:** Downtown office, baby-friendly, people-friendly, casual dress. We are a small organization.

**Notes:** *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](mailto:ssebalo@zendergroup.org) or fax: 877 335 6780. Please do not hand-deliver.

*Position open until filled, but note that interviewing for the position could start as early as February 8, 2023.*

**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.