Position: Village Transportation Planner
Location: Hoonah, Alaska
Position Type: Full-time / Benefitted
Salary: G7-1 to G9-1 (Commensurate with experience)
Opening Date: February 17, 2015
Closing Date: Until Filled, By March 27, 2015 to be assured consideration

The Village Transportation Planner is responsible for the development and updates of the Hoonah Indian Association long-range transportation plans, including but not limited to working with the community to identify transportation needs, updating Tribal Transportation Program (TTP) Inventories, collecting and evaluating data, and working closely with the tribal governments to identify and coordinate transportation and related activities, projects, and opportunities.

Duties and Responsibilities:
• Perform research, collection, analysis, and presentation of statistical and other pertinent data
• Identify village transportation needs and provide written and oral reports to the Roads Committee and Director
• Coordinate efforts with planning and construction activities of tribal construction projects, and external agencies
• Update and verify all Tribal Transportation Program (TTP) Road Transportation Facility Inventory data
• Organize and facilitate public meetings on village transportation needs and planning
• Research potential sources for transportation projects that fall outside the TTP and develop draft grant applications
• Other duties as assigned

Knowledge, Skills, and Abilities:
• Working knowledge of computer software including but not limited to Excel, PowerPoint and Word
• Strong communication skills, verbal, written, including communication via telephone and email
• Understanding of Transportation Planning and facilities
• Must be a good writer, and able to communicate technical information
• A working knowledge of multi-project financial management systems
• Ability to work efficiently with people from differing backgrounds
• Knowledgeable in Mapping with PDF or GIS program
• Strong organizational skills required. Must be dependable, self-motivated and able to work with minimum supervision
• Must be able to work and communicate effectively in a multi-cultural setting and develop working relationships with various governments, corporations, and funding agencies
• Must be able to interview and collect information from the members of the community
• Ability to make oral presentations and facilitate meetings

Minimum Qualifications:
• High School Diploma/GED
• Two years’ experience working for a government, or native corporation
• Valid driver’s license
• Must possess strong research, written and verbal communication skills

Native Preference applies to applicant(s) who meet minimum qualifications.
Submit resume and cover letters to:

Hoonah Indian Association
Attn: Human Resources
PO Box 602
Hoonah, AK 99829

HIA is a tobacco and drug-free organization. Applicants are required to pass a pre-employment drug screening.
Position: Natural Resource Assistant
Location: Hoonah, Alaska
Position Type: Full-time / Benefitted
Salary: G6-1 to G8-1 ($17.19 to $20.80 hourly)
Opening Date: February 17, 2015
Closing Date: Until Filled, By March 27, 2015 to be assured consideration

Position Summary:
The Natural Resource Assistant will assist in the development of the tribe’s long-term land stewardship interests, including: natural resource inventory, assessment, planning, project implementation and monitoring with an emphasis on coordinating collaboration between the tribe, public and private landholders on all lands within Hoonah Indian traditional territory. Position will focus on enhancing subsistence, energy and economic opportunities through community-based land management activities and local economic development initiatives.

Duties and Responsibilities:
- Coordinate efforts with community partners to address a wide variety of Hoonah community land management interests including customary and traditional gathering, the development of renewable energy opportunities, silviculture, the development of non-timber forest products, etc.
- Organize and facilitate community engagement in local natural resource stewardship including community meetings and school activities for youth outreach
- Research potential funding sources, write grants and develop business plans for energy, subsistence and economic development projects
- Other duties as assigned

Knowledge, Skills, and Abilities:
- Strong communication skills.
- Excellent Analytical Processing
- Technical skills in design, implementation, integration, support reporting and database analysis, including GIS (graphic information systems)
- Strong organization, analytical, creative thinking and problem solving abilities.
- Self-motivated
- Ability to write and speak clearly on technical subjects
- Demonstrated proficiency of a handgun and rifle

Minimum Qualifications:
- High School Diploma/GED; Bachelor Degree in Community Development, Urban/Rural Planning, or closely related field preferred
- Valid driver license.

Unusual Physical requirement or restrictions
The majority of work is performed in the field, performed in the field, performing physical activities requiring considerable walking, climbing, bending and stooping, and routinely carrying items weighing up to 80 pounds. Travel on small aircraft, boat, automobile, or other mechanized equipment, such as ATV/UTV or snowmobile may be required.
Performing General Physical Activities – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials, hiking in the woods 2-3 miles per day.

Native Preference applies to applicant(s) who meet minimum qualifications.
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