



ORGANIZED VILLAGE OF KASAAN
Human Resources Department

JOB TITLE: Invasive Species Coordinator

POSTING DATE: Friday, Oct. 1, 2026

Postings will remain open for 10 business days, or until filled.

Job Status:	Part-Time (20 hrs/wk)	Job Location:	Kasaan
Exemption Status:	Non-Exempt	Work Travel:	Up to 10%
Job Shift:	Day / As Needed	Reports To:	Environmental Coordinator
Department:	Environmental	Grade Level:	Grade 9, Step 1 (\$33.55/hr)
		Supervises:	Yes

POSITION SUMMARY:

The Invasive Species Coordinator leads the development, implementation, and long-term sustainability of OVK's European Green Crab detection, trapping, community outreach, monitoring, and education efforts while protecting traditional marine resources and building regional invasive species management capacity. The position reports to the Environmental Coordinator, and will be responsible to work with them on the management and best implementation of the projects outlined in the awarded 2026 BIA Invasive Species Grant.

PRIMARY RESPONSIBILITIES:

ESSENTIAL DUTIES:

Overall, the Invasive Species Coordinator plays a critical role in driving the successful planning and execution of the OVK's European Green Crab management program. By utilizing the funding provided by the recent 2026 BIA Invasive Species Management Grant, the Invasive Species Coordinator will create systems that will contribute to the organization's mission and objectives by creating framework for stewardship of the lands via management.

- Develop and implement a European Green Crab detection and trapping program.
- Conduct trapping, monitoring, and early detection activities.
- Coordinate community outreach, training workshops, and educational events.
- Develop, distribute, and manage trapping kits.
- Maintain permits, records, data, and grant reporting requirements.
- Collaborate with tribal, regional, state, and federal partners.
- Supervise technicians, volunteers, and participants as needed.

POSITION REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of invasive species management and marine ecosystems.
- Strong communication and project management skills.
- Ability to collect field data and prepare reports.
- Ability to safely operate boats and field equipment

REQUIRED QUALIFICATIONS:

- High School Diploma or GED
- Valid Driver's License.
- Ability to travel and work outdoors.

PREFERRED EDUCATION / EXPERIENCE / QUALIFICATIONS

- Degree in Environmental Science or related field.
- Experience with Tribal, Environmental programs or invasive species management.

MINIMUM QUALIFICATIONS

- Relevant professional experience may be substituted for any required degree on a case-by-case basis, particularly if the candidate has demonstrated significant expertise and success in management, or related fields within tribal or nonprofit organizations



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SUPERVISORY CONTROL

- Supervise technicians as employees of OVK
- Supervise volunteers and participants as needed

PHYSICAL WORK AND ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Indoor and outdoor work in all weather conditions.
- Ability to lift 50 lbs (team lift required above this).
- Ability to climb, bend, kneel, stoop, and work on uneven terrain.
- Exposure to noise, boats, tools, and environmental conditions
- Travel by boat

WORK LOCATION / HYBRID WORK OPTION

This position is based in Kasaan, Alaska. Hybrid work arrangements may be available for a portion of the position's duties when operationally appropriate. Remote work is subject to prior approval by the Tribal Administrator and Program Supervisor and must support program objectives, service delivery requirements, and organizational needs. Employees must be available to work on-site as required to meet grant, community, and program obligations.

REVIEWS and APPROVALS

- Date Created: 09-22-26 Approval Notes: _____
Last Updated: 09-22-26
Date Approved: _____ Approved by: _____

The signature below signifies that the employee has received, read, understand, and agree to abide by all of the information outlined in this job description supplement.

Full Name (Print): _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____