

KAWERAK POSITION DESCRIPTION

DIVISION: Community Services
DEPARTMENT: Community Planning & Development
JOB TITLE: Energy Development Specialist
POSITION STATUS: Regular Full-Time
EXEMPT STATUS: Non-Exempt
PAY SCALE GRADE: 12-13-14
REPORTS TO: CPD Program Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

This position will coordinate and facilitate the development of the Bering Strait Energy Planning Network and help to promote regional energy resources, in partnership with the Department of Energy, State of Alaska, tribes, ANCSA Corporations, municipalities, utilities and economic development organizations.

1. Coordinate regional programs, tribal energy projects, programs, initiatives and enterprises.
2. Provide technical and procedural advice to the Program Director and community leaders concerning energy projects and energy resource development in the Bering Strait region and on other energy issues.
3. Assemble and coordinate a coalition of stakeholders to work on tribal initiatives that best promote goals for energy development in the region.
4. Coordinate and facilitate up to 6 energy profile meetings per year in regional communities to update communities energy profile for the Bering Strait Regional Energy Plan and future funding opportunities.
5. Develop, plan, and host a regional energy conference annually.
6. Assist the tribal entities and other community organizations to organize staff training and technical assistance in understanding energy-related project development and management, community energy advocacy, and grant conditions..
7. Attend energy-related meetings and events in the region and state-wide, as allowed by the budget, to promote further the goals of the regional energy projects, programs, initiatives and enterprises.
8. Prepare quarterly and annual grant reports on activities and outcomes from all grant related activities. Prepare and present annual program review report in Denver, CO at annual Department Of Energy conference.
9. Collaborate with state and federal governments, Alaska Energy Authority, public representatives, private individuals and organizations and tribal governments to seek and secure resources for tribal energy projects.
10. Provide energy funding availability notices to all qualified entities in the region in a timely manner. Provide technical assistance to individual entities applying for funding.
11. Maintain a data base of all energy projects, current and potential.
12. Other duties as assigned.

QUALIFICATIONS:

1. Bachelors Degree in Rural Development, Public Administration, Business Management or related field. Work experience in related fields may be substituted for the degree requirement on a year for year basis.
2. Two years experience in community development, project management and/or federal state grant development.
3. Experience in providing technical assistance or training programs.
4. Must have strong oral and written communication skills, organizational and budgeting skills.
5. Ability to work effectively with people from a variety of backgrounds.
6. Must be dependable, self-motivated and able to work with minimum supervision.
7. Must possess computer skills in Windows, Microsoft Word, Power Point and Excel, e-mail and Internet usage.
8. Must be willing and able to travel.
9. Prefer knowledge of the Bering Straits Region.

Native Preference per Public Law 93-638

Approved (11/16/16)