



Ninilchik Traditional Council
P.O. Box 39070
Ninilchik, Alaska 99639
Phone: 907 567-3313 / Fax: 907 567-3308
E-mail: ntc@ninilchiktribe-nsn.gov
ninilchiktribe-nsn.gov

Vacancy Announcement

Resource Technician

Job Title: Resource Technician

Reports to: NTC Resource Director

Division/Department: Resource/Environmental

Position Type: Full Time / Temporary
Depending on Funding

Salary Grade: Depending on Experience

Announcement Date: 4/15/2026
Closing Date: When Filled

SUMMARY

To provide support in the Ninilchik Traditional Council Resource Department in the development, operations, maintenance, and management of current and future Resource programs. Programs include federal contracts, grants, and discretionary work performed by the Ninilchik Tribe. The workplace is multidisciplinary and engaged in activities that are technically sound, scientifically based, and compliant with regulatory frameworks. This position is designed to provide support to the Ninilchik Subsistence Fisheries, Forestry, and Resource/Environmental Programs.

PRIMARY DUTIES/RESPONSIBILITIES

1. The workplace is at Ninilchik, Alaska, and requires on-site attendance.
2. Coordinate and carry out work tasks and assignments under the direct supervision of the Ninilchik Traditional Council's (NTC) Resource/Environmental Department Director.
3. The Resource Technician shall be responsible for work tasks as assigned, work safety practices, and maintaining work records and reports, such as logging and reporting travel records and documenting work tasks.
4. Perform field work activities, subsistence fisheries, in assessments and data collection.
5. Maintain equipment and field gear to complete work tasks.
6. Perform physical labor when needed.
7. Learn and gain an in-depth understanding of the existing projects, services, and capabilities.
8. Participate in research projects and data collection activities.
9. Safe operation of equipment such as all-terrain vehicles, boats, anchoring, chainsaws, etc.
10. Participate and assist in the Kasilof and Kenai subsistence fisheries at sites and in water.
11. Use of appropriate safety gear while using equipment and conducting field work.
12. Perform active assessment in forestry work to address and reduce incipient Spruce Bark Beetle populations under the direction of the Department Director.
13. Attend and participate in daily safety meetings when working in the field.
14. The Resource Technician shall assist in program requisitions, required timesheets, reports, and administrative tasks that fall within the purview of the position.
15. Must have strong interpersonal skills and strong organizational skills.

16. Must interact well with others and work well with a team.
17. Performance of administrative tasks, which include but are not limited to answering phones, filing, file management, copying, faxing, email, and internet research.
18. Performs other duties as assigned by the NTC Resource/Environmental Department Director and/or the Executive Director.

QUALIFICATIONS

- A college degree in the specific or related field is preferred.
- 3-5 years of field work experience preferred.
- Must be 18 years of age or older.
- Minimum of a High School Diploma or GED.
- Must be proficient in industry-standard computer use.
- Must have a valid Driver's license and verify that the driver is insurable.
- Must pass background check.

INDIAN PREFERENCE

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, the Indian Self-Determination and Education Assistance Act (25 USC 450e(b)), to give preference to candidates who are eligible for Indian Preference. * For consideration under Indian Preference, proof is required.

SUPERVISION

This position will be under the direct supervision of the NTC Resource/Environmental Department Director. This position is subject to the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace, and alcohol and drug testing are required for employment. Specific programs require a zero-tolerance Federal Drug Test.

APPLICATIONS

Applications are available at the Ninilchik Traditional Council office building located across from the General Store in Ninilchik, 15910 Sterling Hwy., Ninilchik, AK 99639, or can be downloaded at our website. Candidates who have a college degree should submit a writing sample.

Contact Information:

Ninilchik Traditional Council
P.O. Box 39070
Ninilchik, AK 99639
Phone: (907) 567-3313 ~ Fax: (907) 567-3308
Email: ntc@ninilchiktribe-nsn.gov
Website: www.ninilchiktribe-nsn.gov

Concurrent Recruitment: Internal and external posting