

**FACILITIES · CONTRACT AS NEEDED · JD-EMK-23**

# Facilities Coordinator (Part-Time)

|              |                                                                       |
|--------------|-----------------------------------------------------------------------|
| JD NUMBER    | JD-EMK-23                                                             |
| FLSA STATUS  | Non-Exempt                                                            |
| EEO CATEGORY | Craft Workers                                                         |
| REPORTS TO   | President & CEO                                                       |
| LOCATION     | Emmonak, AK                                                           |
| SUPERVISES   | None (part-time position, may coordinate with facilities contractors) |
| DEPARTMENT   | Facilities                                                            |

## POSITION SUMMARY

The Facilities Coordinator (Part-Time) provides essential building maintenance and facility support across all three Emmonak Corporation sites: the Corporate office, the Emmonak Store, and the Emmonak Tank Farm. This role handles preventive maintenance scheduling, minor repairs, vendor coordination for HVAC and electrical, snow removal contract oversight, IT hardware refresh coordination, safety inspection support, and general building maintenance. This is a part-time on-site position designed to give the Corporation dedicated in-house facilities capacity while retaining flexibility to engage specialist contractors as needed. Reporting note (Aug 2026): Reports directly to the President & CEO while the Vice President of Operations position remains vacant. Once filled, reporting will transfer to the Vice President of Operations.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Schedule and coordinate preventive maintenance across the Corporate office, Store, and Tank Farm.
- Perform minor building repairs (drywall, painting, minor plumbing, minor electrical) within the scope of a general facilities technician.
- Coordinate specialist vendors (HVAC, electrical, plumbing, IT) for repairs beyond the scope of the position.
- Manage the snow removal contract during Yukon Delta winter months.
- Coordinate IT hardware refreshes including PCs, printers, POS terminals, and network equipment.
- Support safety inspections including fire extinguishers, smoke detectors, emergency lighting, and first-aid supplies.
- Maintain building cleanliness standards in partnership with the Janitorial Services contractor.
- Support seasonal weatherization including window insulation, door sweeps, pipe insulation, and outdoor equipment winterization.
- Maintain a facility log documenting all maintenance activities and vendor engagements.

- Report facility–safety incidents and near–misses to the Vice President of Operations.
- Support event setup for corporate meetings, shareholder events, and community gatherings held at Corporation facilities.

### REQUIRED QUALIFICATIONS

- High school diploma or GED.
- Three (3) or more years of facilities, building maintenance, or general contracting experience.
- Basic proficiency in carpentry, minor plumbing, minor electrical, and painting.
- Valid Alaska driver's license.
- Physical ability to lift 50+ lbs, climb ladders, and work outdoors in cold–weather conditions.
- Ability to work flexible part–time hours (approximately 20 hours per week) with occasional after–hours call–outs.

### PREFERRED QUALIFICATIONS

- Alaska Native descent or lived experience with ANC communities in rural Alaska.
- MBA or Juris Doctor (JD) degree.
- Prior service on an ANC board of directors or shareholder committee.
- Experience with Department of Defense contracting or energy/fuel logistics in remote environments.
- Bilingual proficiency in Yup'ik and English.
- Familiarity with QuickBooks Online financial reporting at the board–review level.

### POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

### PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre–employment background check and drug screening. Continued employment is subject to periodic and reasonable–suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding–agency standards where applicable). Candidates must consent to these screenings as part of the application process.

### PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

|                              |                                                                                                                                                                                                                                                                                  |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical requirements</b> | Primarily sedentary office environment. Must be able to travel to Emmonak, AK (remote bush location accessible by small aircraft or boat) multiple times per year, including in adverse winter conditions. Ability to sit for extended periods during board meetings and travel. |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| Work environment | Emmonak, AK Corporation facilities — corporate office, Tank Farm, and Emmonak Store. Part-time on-site presence for preventive maintenance, minor repairs, and vendor coordination. |
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## EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native–owned 8(a)–pursuit firm and a Buy Indian Act–qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

| EMPLOYEE ACKNOWLEDGMENT | SUPERVISOR APPROVAL |
|-------------------------|---------------------|
| Signature               | Signature           |
| Printed name            | Printed name        |
| Date                    | Date                |