

CORPORATE GOVERNANCE, COMPLIANCE & FEDERAL · JD-EMK-33

Lands Manager

JD NUMBER	JD-EMK-33
FLSA STATUS	Exempt
EEO CATEGORY	First/Mid-Level Officials and Managers
REPORTS TO	President · President & CEO while the President position is vacant
LOCATION	Emmonak, AK · onsite
SUPERVISES	Land use monitors and contractors as assigned
DEPARTMENT	Corporate · Lands

POSITION SUMMARY

The Lands Manager stewards Emmonak Corporation's ANCSA land estate of approximately 183,674 acres of surface lands. The position protects the land for current and future shareholders, manages access and permitted use, and makes sure every easement, lease, permit, and land transaction is properly documented and approved. The Lands Manager brings the Corporation's land records into a single controlled system and gives the President and the Board clear, accurate information for land decisions.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain the Corporation's land records, maps, conveyance documents, and GIS data as a controlled system of record.
- Administer land use permits, access agreements, hunting and recreation use programs, and related fees under Board-approved policy.
- Coordinate easement, right-of-way, lease, and land entry requests from utilities, agencies, and contractors, and prepare recommendations for President and Board approval.
- Monitor land for trespass, unauthorized use, and environmental damage, document findings, and coordinate response with legal counsel and the appropriate authorities.
- Track ANCSA Section 14(c) reconveyance obligations and coordinate with the City and other parties on outstanding matters.
- Work with the Bureau of Land Management, State of Alaska, the regional corporation, and neighboring landowners on boundaries, conveyances, and shared land matters.
- Track land-related revenue, invoices, and permit compliance in coordination with accounting.
- Prepare land reports and maps for the President, the Board, and shareholder meetings.
- Support land-use planning that balances economic opportunity with subsistence, cultural, and environmental values.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Natural Resources, Land Management, Geography, Public Administration, or a related field, or equivalent experience.
- Five (5) or more years of experience in land management, real property, natural resources, or a related field.
- Working knowledge of ANCSA lands, easements, leases, and land use permitting.
- Experience maintaining land records and working with maps or GIS software.
- Strong written communication and the ability to prepare clear recommendations for leadership and the Board.
- Ability to travel on land and water in all seasons, including by boat, ATV, and snowmachine.
- Ability to live and work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Alaska Native descent, Emmonak Corporation shareholder or descendant, or experience with an Alaska Native corporation lands department.
- Experience with ANCSA 14(c) reconveyance, BLM conveyance processes, or 17(b) easements.
- Proficiency with ArcGIS, QGIS, or similar mapping tools.
- Traditional knowledge of the lower Yukon land base and subsistence use areas.
- Bilingual proficiency in Yup'ik and English.

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

Physical requirements	Mix of office and field work. Must be able to travel across remote land by boat, ATV, and snowmachine, walk uneven terrain, work outdoors in extreme cold (temperatures may reach -40°F), and lift up to 50 lbs.
Work environment	Emmonak, AK corporate office and Corporation lands throughout the region. Seasonal field work may involve extended days.

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).

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature	Date
Printed name	