

**ARCTIC SLOPE NATIVE ASSOCIATION  
JOB VACANCY ANNOUNCEMENT**

Opening Date: August 10, 2017

Closing Date: Until Filled

Position:

**Outreach Specialist**Reports to: Screening for Life Program  
Director

Salary/Wage: Grade G: \$27.46 - \$29.70/HR

Department: Screening for Life

Hours: Monday–Friday, 8:30am-5:00pm

Location: ASNA

Travel to villages in small plane  
required**Brief Summary:**

The Outreach Specialist provides program-specific information in an educational setting for outreach purposes both in Barrow and North Slope villages. The Outreach Specialist also assists during colonoscopy clinics, greets patients, performs administrative support tasks, and schedules appointments.

**Qualifications:**

1. High school diploma or general education degree (GED) required.
2. One year of office experience or related training/education required.
3. One year of experience working with the public, required.
4. Willingness to travel to North Slope villages via small plane for outreach activities.

**Desired Knowledge, Skills and Abilities:**

1. Ability to work with the public providing educational services.
2. Ability to develop and coordinate outreach and educational activities.
3. Excellent interpersonal and communication skills.
4. Knowledge of medical office practices and procedures and the use of office machines.
5. Excellent computer skills required; knowledge of Microsoft Word and MS Office.
6. Ability to type 50 wpm.
7. Ability to maintain patient confidentiality.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.  
PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.*