

JOB VACANCY ANNOUNCEMENT

Opening Date:	March 26, 2021	Closing Date:	Until Filled
Position:	<u>Project Coordinator</u>	Reports to:	President/CEO
Salary/Wage:	Grade 18; \$44.72/HR and up DOE	Department:	ASNA Administration
Hours:	Monday – Friday 8:00 a.m. – 5:00 p.m.	Location:	ASNA Main Office

Brief Summary:

Assist President/CEO in the organization of projects and activities in support of the goals and objectives of ASNA. Provide administrative and support services for the Board of Directors.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

- Work with President/CEO to manage and coordinate ASNA events and logistics.
- Schedule and attend meetings; maintain current reports/minutes of organizational and ASNA Board Member meetings.
- Coordinate with ASNA executives to follow-up after Board of Director meetings.
- Coordinate travel, accommodations, and per diem for ASNA Board Members and executives.
- Evaluate forms and documents in place for president's approval.
- Track on-going projects and programs to inform the President/CEO of proposed changes.
- Draft, assist with, and distribute written communication, both of a technical and persuasive nature, from Administration.
- Research issues as assigned; collect, compile and analyze data and information.
- Assist in the preparation, development, and management of special projects, including reports.
- Coordinate information, clarify and reconcile issues, and assure effective communications.
- Compose, review, and edit formal documents including reports, research findings, public relations material, resolutions, meeting minutes, and correspondence.
- Participate in the writing of speeches for senior leadership, arrange interviews and coordinate in-house communication for employees.
- Accurately prepare a variety of documents including but not limited to letters, reports, resolutions and meeting minutes as needed.
- Assist with preparation and filing of documents with tribal, state, federal and local governmental agencies in accordance with regulatory requirements including contracts, compacts, MOA and other documents.
- Coordinate and facilitate community and staff presentations and meetings.
- Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.
- Coordinate appointments and scheduling of events on the calendar.
- Perform duties as assigned by the President/CEO.

Education and Experience:

- Associate's degree in communications, journalism, professional office management, or two years of related college/vocational training equivalent; OR
- Minimum three years of related experience in the communication field involving writing, grammar, and editing; or equivalent combination of education and experience.
- Three to five years of work experience with office administrative management requiring excellent written and oral communication skills required.
- Basic understanding of the Inupiaq culture required.
- Some Inupiaq speaking preferred.

Certification and Licensure:

- Valid Driver's License

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
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applications@arcticslope.org

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.