

ALASKA NANNUT CO-MANAGEMENT COUNCIL

Job Description

Title: Administrative Specialist
Location: Nome, Alaska
FLSA Status: Non-Exempt

Salary Range: DOE
Schedule: Part- Time, Regular
Last Revised: May 2023

JOB SUMMARY

The Administrative Specialist reports to the Executive Director and assists with daily office management, outreach and communication, organizational capacity-building, and meeting support for the Alaska Nannut Co-Management Council (“ANCC”).

ESSENTIAL FUNCTIONS

1. ***Day-to-Day Office Management:*** Completes general administrative tasks including opening and processing ANCC mail, processing and coding ANCC bills, expenses, check requests, and purchases consistent with ANCC financial policies and accounting procedures, updating and maintaining ANCC files, communicating with ANCC communities, Board members, Regional Managers, and contractors, and coordinating responses to general inquiries, phone calls, and emails with the Executive Director. Comprises approximately 30% of the workload.
2. ***Outreach & Communication:*** Under the supervision of the Executive Director, communicates with ANCC Governance Board members, ANCC communities, and the general public through social media, the ANCC website, ANCC newsletters and harvest/policy guidelines, and general correspondence as needed. Potentially participates in ANCC community meetings as well as other meetings and conferences related to the ANCC’s work. Comprises approximately 20% of the workload.
3. ***Organizational Capacity-Building:*** Assists the Executive Director and Program Specialist with grant writing and budget development, grant reporting, and participation in and coordination of grant projects. Comprises approximately 20% of the workload.
4. ***ANCC Meeting Support:*** Assists the Executive Director with planning and staffing ANCC Board and Committee meetings. Coordinates and arranges meeting travel and lodging logistics with ANCC Board members, Regional Managers, and contractors. Prepares meeting packets, records meetings, produces draft meeting summaries and minutes, and processes meeting per diems, honorariums, and other associated expenses consistent with ANCC financial policies and accounting procedures. Comprises approximately 20% of the workload.
5. ***Other Duties as Assigned:*** The Specialist may also be responsible for other administrative duties as assigned by the Executive Director or Program Specialist. Comprises approximately 10% of the workload.

EDUCATION AND EXPERIENCE

- **Associate’s Degree** in Accounting, Business Administration, Office Management, Tribal Management or similar field is required.

- **Bachelor's Degree** in Accounting, Alaska Native Studies, Arctic and Northern Studies, Business Administration, Communication, Political Science, Rural Development, Tribal Management, Wildlife Biology and Conservation, or a similar field is preferred.
- **Experience:** Minimum 2 years working in an office setting, and/or working with Alaska Native tribes or tribal organizations.

COMPETENCIES

- Knowledge of Alaska Native subsistence way of life and values
- Effective written and verbal communication skills
- Computer literacy, including knowledge of and experience with Microsoft Office, Excel, website development and maintenance, and professional use of social media
- Ability to work under minimum supervision
- Comprehension of or fluency in Inupiaq and/or St. Lawrence Island Yupik languages a plus
- Budget development and tracking, and grant writing/reporting a plus

WORK AUTHORIZATIONS

- Must be able to pass a background check and a Fair Credit Reporting Act check.
- Must not be on the federal System for Award Management debarment list.
- Must provide 2 professional references.
- Valid Alaska driver's license.

EEO STATEMENT

ANCC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, age, sex, marital status, sexual orientation, gender identity and expression, national origin, political ideology, genetic information, veteran status, or the presence of any sensory, physical, or mental disability. In addition to federal law requirements, ANCC complies with applicable laws governing nondiscrimination in employment.

ALASKA NATIVE HIRING PREFERENCE

Preference will be given to qualified Alaska Natives.

PHYSICAL DEMANDS

This position is primarily sedentary in an office environment with limited clerical support. Must be able to use standard office equipment including computers, phones, copiers, fax machines, scanners, and other standard office equipment. Tasks include use of office equipment and filing, lifting up to 50 pounds, opening filing cabinets, walking, bending, and standing as necessary. Must be able to communicate effectively with individuals and groups through written, telephonic, and in-person meetings. The noise level in the work environment is usually quiet to medium. The position requires travel in urban and rural areas using a variety of transportation methods. The employee may be exposed to harsh Arctic weather conditions.

ACCOMMODATION AND INCLUSIVENESS

Eligible candidates must be able to perform the essential duties listed above and satisfy the minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for the job. Duties, responsibilities, and activities may change at any time with or without notice. This job description does not constitute an employment agreement, and does not alter the at-will nature of employment.

SIGNATURES

Executive Director _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____