



Job Description

Title: Program & Admin Specialist
Location: Nome, Alaska
FLSA Status: Non-Exempt

Pay Range: \$28-33/hr. DOE
Schedule: Part Time, Regular
Last Revised: August 2024

JOB SUMMARY:

The Program & Admin Specialist reports to the Executive Director and is responsible for staff support for Alaska Nannut Co-Management Council's (ANCC) programmatic functions, day-to-day office management and meeting support, outreach and communication, and organizational capacity-building, and other duties as assigned.

ESSENTIAL FUNCTIONS:

1. *Office Management and Meeting Support*
 - a. General administrative tasks, including responding to general inquiries, phone calls, faxes, and emails, processing and tracking expenses, following financial policies and accounting procedures, checking and logging mail, and maintaining ANCC files.
 - b. Assisting with planning, logistics, and staffing ANCC Governance Board meetings, community meetings, and other meetings, including arranging and communicating travel for Governance Board Members, Regional Managers, and staff, preparing meeting materials, recording meetings and assisting with minutes, and processing meeting expenses in accordance with ANCC financial policies and accounting procedures.
2. *Program Support*
 - a. Provide staff support for ANCC programmatic functions, including promoting engagement of ANCC and its member Tribes in local, national, and international polar bear management and research processes.
 - b. Promote and coordinate Indigenous Knowledge (IK) research related to polar bears and Inuit peoples and participate in and represent ANCC in applicable working groups, as needed.
 - c. Coordinate a locally driven polar bear harvest monitoring program and coordinate with partners on projects and programs related to polar bear co-management, including harvest management and deterrence.
3. *Outreach & Communication*
 - a. Coordinate ongoing outreach to ANCC communities and the general public, including through social media, regular updates to the ANCC website, development of newsletters and flyers (including drafting content).
 - b. Maintain regular correspondence, as needed, and outreach through participation in meetings in ANCC communities, as well as other meetings and conferences related to ANCC's work.
4. *Organizational Capacity-Building*
 - a. Assist with building ANCC's capacity to carry out its roles and responsibilities by helping find solutions for diversification and expansion of ANCC financial resources and development of beneficial partnerships for ANCC.

- b. Assist with seeking out grant opportunities, assist with grant-writing and budget development, as well as grant reporting, and participation in and coordination of grant projects.

5. *Other Duties as Assigned*

- a. The Program & Admin Specialist is responsible for becoming knowledgeable about ANCC's organizational history and functions, the history of polar bear co-management and subsistence traditions, documented IK related to polar bears and subsistence, the U.S.-Russia Polar Bear Agreement and bilateral commission, Inuvialuit-Iñupiat Agreement and polar bear commission, as well as other related subject matter, and keeping abreast of ongoing developments in the field.
- b. The Program Specialist may also be responsible for other duties, as assigned.

EDUCATION AND EXPERIENCE:

- Associate's Degree in Accounting, Business Administration, Office Management, Tribal Management or similar field or is required. Relevant experience, or a combination of education and relevant experience, may be substituted for the educational requirement on a year-for-year basis.
- 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, Anthropology, or similar field is preferred. Relevant experience, or a combination of education and relevant experience, may be substituted for education on a year-for-year basis.
- Minimum of 2 years' experience working in an office setting, and/or working with Alaska Native Tribes, Tribal organizations, or Alaska Native Organizations (ANOs).

COMPETENCIES:

- Knowledge of Alaska Native subsistence ways of life and values.
- Effective written and verbal communication and ability to present information to the public, management, and partners.
- Ethical commitment and conduct.
- Knowledge of computers and office equipment, including knowledge of and experience with Microsoft Office (Word, Outlook, PowerPoint, Excel) and effective professional use of social media.
- Ability be self-motivated and work with minimum supervision.
- Ability to maintain timely and regular attendance.
- Ability to multi-task efficiently on multiple projects with a strong attention to detail.
- Ability to speak Iñupiaq 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 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:

Performance of 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.