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## SPECIAL ASSISTANT

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**Reports to:** Executive Director  
**Status:** Full-Time  
**Classification:** Exempt  
**Location:** Anchorage  
**Rate:** Salary DOE, benefit package included  
**Deadline:** Open until filled

### Position Summary

The Special Assistant provides support to the Executive Director (ED) and coordinates special projects to promote the ANCSA Regional Association's (ARA) goals and objectives. To be successful in this role, the individual must be highly skilled, poised, and confident, with excellent verbal and written communication skills. They will demonstrate a strong level of integrity, maturity and emotional intelligence, sound judgment, diplomacy, confidentiality and appropriate discretion. The ideal candidate possesses a wide range of administrative and executive support experience.

This position is for someone that works well independently and as part of a small team, has an ability to be flexible, thrives on variety and embraces new challenges. The position will conduct research as necessary, oversee special projects as assigned, maintain all databases for the organization and recommend actions to improve standard operating procedures. In this capacity, the Special Assistant is privy to proprietary, confidential and sensitive information and organizational matters that demand the highest level of confidence, trust and propriety.

### Essential Functions

- Work with ARA ED, external consultants and member organization staff to ensure seamless day-to-day operations.
- Support and assist the ED and work with external consultants to assess opportunities, respond to external inquiries and develop political and/or media strategy.
- Write and/or edit speeches, letters, opinion editorials and press releases.
- When appropriate, represent ARA and/or the Executive Director at meetings and on committees (including travel, as needed).
- Assist in developing and tracking ARA's budget, including some bookkeeping and expense report tracking.
- Provide time management support for the ED and proactively oversee calendars, including screening requests and assisting with managing priorities.
- Monitor multiple email accounts daily and respond accordingly.
- With minimal supervision, prepare responses and provide requested materials to inquiries on behalf of the ED, direct inquiries to other staff as needed and respond to board member inquiries.
- Assist with planning and execution of ARA Board of Director meetings and strategic planning sessions.

- Perform complex and confidential administrative functions, which may include preparing written reports, memos, charts, graphs, business plans or other confidential documents of a business nature.
- Create and maintain organizational databases to maximize effective communication.
- Organize and maintain office record/data management system, communication systems, and directories.
- Format and catalog all ARA policies and procedures for review and updating.
- Recommend action to improve standard operating procedures.
- Perform other technical and administrative support functions as assigned by the ED.

### **Skills/Abilities**

- Ability to support and promote ARA's purpose and values.
- Understanding of Alaska Native cultures and how Alaska Native organizations operate.
- Comprehensive understanding of the Alaska Native Claims Settlement Act and Alaska Native corporations.
- Proven track record researching, analyzing and evaluating priorities.
- Excellent organizational, intrapersonal and written communication skills.
- Knowledge of standard budgeting and budget analysis, including basic bookkeeping skills.
- Ability to develop and nurture strong working relationships with internal and external stakeholders.
- Ability to be flexible, exercise sound judgment, work independently and make decisions consistent with the level of position.
- Strong time management and organizational skills to maintain daily workflow, meet deadlines and produce measurable results.

### **Experience/Qualifications**

- Minimum Education Qualification: A Bachelor's degree in business, political science, communication, journalism or a related field. Progressively responsible professional work-related experience, education or training may be substituted on a year-for-year basis for college education.
- Minimum Experience Qualification: Three (3) years of professional experience. An equivalent combination of relevant education and/or training may be substituted for experience.
- Preferred Experience Qualification: Professional political, communication and/or executive support experience in an Alaska Native organization.
- Additional Requirements: May be required to possess an Alaska driver's license with a clean driving record.

**Note:** Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic, and assignments/priorities may change. The primary purpose of this description is to outline and communicate essential tasks and expectations for the position. This description does not imply or create a contractual relationship. The ANCSA Regional Association is an at-will employer.

**To apply, please send a cover letter and resume (with references) to [info@ancsaregional.com](mailto:info@ancsaregional.com).**