



ANCSA REGIONAL
ASSOCIATION

POSITION DESCRIPTION

Job Title: Projects & Communications Manager	Location: Anchorage, AK
Reports to: ARA President	FLSA Status: Exempt
Class: Full-Time	Staff Supervision: No
Travel Required: Yes	Salary: DOE, benefits package included

Summary

The Projects & Communications Manager will provide support to the President and coordinate 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.

This position is for someone that works well independently and as part of a small team, which implies that every position at ARA takes on both administrative and senior level responsibilities. The right candidate 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 Projects & Communications Manager is privy to proprietary, confidential and sensitive information and organizational matters that demand the highest level of confidence, trust and propriety. The individual must demonstrate a strong level of integrity, maturity and emotional intelligence, sound judgment, diplomacy, confidentiality and appropriate discretion.

Essential Duties and Responsibilities

- Works with ARA President, external consultants and member organization staff to ensure seamless day-to-day operations.
- Performs complex and confidential administrative functions, which may include reviewing budgets, managing invoices and travel schedules, and preparing written reports, memos, charts, graphs, business plans or other confidential documents of a business nature.
- Supports and assists the President and works with external consultants to assess opportunities, respond to external inquiries and develop political and/or media strategy.
- Monitors multiple social media and email accounts daily and responds accordingly.
- Prepares content for inclusion in ARA newsletter and communications.
- Monitors and conducts research on issues relevant to ARA's members.
- Writes and/or edits speeches, letters, opinion editorials and press releases.
- When appropriate, represents ARA and/or the President at meetings and on committees (including travel, as needed).
- Assists with planning and execution of ARA Board of Directors meetings and strategic planning sessions.
- Creates and maintains organizational databases to maximize effective communication.
- Organizes and maintains office record/data management system, communication systems and directories.
- Performs other technical and administrative support functions as assigned by the President.

Experience/Qualifications

- 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.
- Three (3) years of professional experience. An equivalent combination of relevant education and/or training may be substituted for experience.
- 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.
- Exceptionally strong organizational, intrapersonal and written communication skills.
- Knowledge of standard budgeting and budget analysis, including basic bookkeeping skills.
- Proven history of developing and nurturing strong working relationships with internal and external stakeholders.
- Ability to work independently and make decisions consistent with the mission of ARA.
- Strong time management and organizational skills to maintain daily workflow, meet deadlines and produce measurable results.
- Knowledge of Word, PowerPoint, Excel and other software programs.
- May be required to possess an Alaska driver's license with a clean driving record.

Working Conditions and Physical Requirements

ARA is a fast-paced, multi-tasking, customer service-oriented office environment requiring a high degree of efficient and effective performance. Adaptability regarding schedule and task changes is necessary to accommodate changing priorities. Travel will be required.

While performing duties of this job, the employee is occasionally required to stand and/or walk for long periods at a time, sit, use hands and fingers, handle, or feel objects, tools or controls, reach with hands and arms, talk or hear, or smell. The employee may occasionally need to lift, handle, or move objects weighing up to 40 pounds.

Additional Information

It is ARA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

The statements contained in this job description are intended to describe the general content and requirements for performance of this job. It is not intended to be an exhaustive list of all job duties, responsibilities, and requirements. Other duties may be assigned.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

ARA is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran protected status or any other characteristic protected by applicable law.