

KAWERAK POSITION DESCRIPTION

DIVISION: Natural Resources
DEPARTMENT: Eskimo Walrus Commission
JOB TITLE: EWC Specialist
POSITION STATUS: Regular, full-time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 11-12-13
REPORTS TO: EWC Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Assist Director of Eskimo Walrus Commission in implementing the goals and objectives of the Eskimo Walrus Commission.
2. Assist the Director in the development of budgets. Monitor the expenditures of the program. Produce budget projections as requested and revise budgets as needed.
3. Assist with preparations of EWC meetings. Work with the Program Director in preparation of reports and compilation of meeting packets. Serve as the official minute-keeper of Commission meetings.
4. Maintain program and computer file systems.
5. Assist in drafting project contracts for approved projects.
6. Assist in the development of public presentations on walrus management/conservation issues.
7. Compile data and information for required annual and end of project reports.
8. Provide administrative/clerical support. Duties include: answering general telephone queries, typing, filing, copying, posting, and sorting mail, purchasing supplies, making travel arrangements, etc.
9. As requested, travel to and/or attend various meetings representing EWC program.
10. Other duties as assigned by the Director of Eskimo Walrus Commission program.

QUALIFICATIONS:

1. Associates Degree in Business Administration or Accounting, or two years of responsible work experience in the field may substitute for the degree requirement on a year for year basis.
2. Must possess knowledge of budget development.
3. Must possess strong written and verbal communication skills, and basic office support skills.
4. Computer, keyboarding and office skills required. Must possess knowledge of Windows, Word, Excel and Internet usage required.
5. Must be dependable, self-motivated, and able to work with minimum supervision.
6. Ability to work effectively with people from a variety of backgrounds.
7. Must be willing and able to travel.

Native Preference per Public Law 93-638

Approved (7-12-12)