

KAWERAK POSITION DESCRIPTION

DIVISION: Natural Resources
DEPARTMENT: Eskimo Walrus Commission/Reindeer Herders Association
JOB TITLE: Natural Resources Specialist
POSITION STATUS: Regular, full-time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 10-11-12
REPORTS TO: EWC Director/RHA Program Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Assist Directors of Eskimo Walrus Commission and Reindeer Herders Association in implementing the goals and objectives of the programs.
2. Assist the Directors in the development of budgets. Monitor the expenditures of the programs. Produce budget projections as requested and revise budgets as needed.
3. Assist with preparations of EWC and RHA meetings. Work with the Program Directors in preparation of reports and compilation of meeting packets. Serve as the official minute-keeper of 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 regarding Natural Resource 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 NR programs.
10. Other duties as assigned by the Directors of Eskimo Walrus Commission and Reindeer Herders Association programs.

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 (11-15-17)