

Classified

DEVELOPMENT ASSOCIATE

KAKM is seeking an individual as a Development Associate. Primary responsibilities include membership and fundraising activities including membership drives, auction support, recruiting and coordinating volunteers for station activities and events. Must be experienced in direct mail solicitation, bulk mailing. Must cope with constantly changing priorities while remaining attentive to detail, and have excellent planning and organizational skills. Must be able to work with minimum supervision and be a self-starter. Position requires 2 years college education and in fundraising activities/volunteer management. Two years computer experience in IBM or compatible desired. Related experience may be substituted for education on year-for-year basis. Reply to KAKM, Personnel Dept. MA2, 2677 Providence Drive, Anchorage, Alaska 99508.

Publsh 8045903055y.

Director, Special Needs Program
Salary: 39,582/43,823 DOE

Plan, implement and coordinate a region-wide Infant Learning Program and Homemaker Service Program.

BA in Early Childhood Development or related field. Minimum of one year experience in Early Childhood Education or Preschool activity and two years of Supervisory work exp. preferred with ILP. Willing to travel extensively in small planes.

Contact: Norton Sound Health Ctr.
Human Resources
P.O. Box 966
Nome, Alaska 99762
(907) 443-3311

Publsh 5/26/90/8045903060z.

PRODUCER/REPORTER

KAKM is seeking an individual for the position of producer/reporter. Must have working knowledge of politics in Alaska. Will be responsible for research, writing and developing scripts, coordinating production teams, supervising editing and post production, delivering material on air, interviewing, and developing promotional material for our HUPAH, HGO series. B.A. degree in television, journalism, or related field at minimum with M.A. preferred. Experience may be substituted for the degree. Demonstrable communication skills, both verbal and written, demonstrable interviewing skills and acceptable on air appearance and voice.

Reply to KAKM, Personnel Dept. MA2, 2677 Providence Drive, Anchorage, Alaska 99508

KAKM is an EOE.

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Visiting Assistant Professor — Home Economist, Cooperative Extension Service, University of Alaska Fairbanks. This is a one year full-time, permanent position effective July 1, 1990 to June 30, 1991 with a beginning level salary of \$1266.30/weekly period DOE. The position requires a Bachelor's Degree in Home Economics, Home Economics Education or closely related areas required, with a Master's Degree in Home Economics, Home Economics Education, Extension Education or other closely related field desirable. For further information and application procedure, contact Lois O'Brien at 474-7063.

Application Deadline: June 8, 1990

Persons hired by the University of Alaska must comply with provisions of the 1986 Immigration Control Act and must possess a valid social security number. Finalist applications for employment with the University of Alaska may be subject to public disclosure.

THE UNIVERSITY OF ALASKA IS AN EDVAA EMPLOYER AND EDUCATIONAL INSTITUTION.

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GRANTS ADMINISTRATOR RECRUITMENT ANNOUNCEMENT

THE KODIAK AREA NATIVE ASSOCIATION is

seeking applications for a Grants Administrator. The successful candidate will serve under the Director of Finance and provide a grant proposal writing and submission service for all programs located within KANA. Also identification of funding opportunities, assisting program managers during the budget renewal process, and the development of a grant resource central library are among the major job duties.

QUALIFICATIONS: A minimum of a bachelor's degree in any field of study and at least two years work in successful grant writing or proposal development. Pay starts at \$37,080/yr. Plus D.O.E. and a medical benefits package.

Native preference will be awarded under F.L. 90-638. A complete job description and KANA applications are available at Job Service or by contacting the Director of Personnel at KANA (907) 488-5725.

The position is open until filled.

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NORTHWEST CAMPUS HAS EXTENDED THE FOLLOWING OPENING:

ASSISTANT PROFESSOR IN OFFICE PROFESSIONS/APPLIED BUSINESS INTERMEDIATE, BI-PARTITE, TENURE TRACK, PERMANENT

LOCATION: Northwest Campus, Nome, AK. **ANTICIPATED STATE DATE:** August 28, 1990 - 9 month contract. **QUALIFICATIONS:** M.A. or M.Ed. in office professions, Applied Business or Computer Science Education. Teaching experience in Office Professions areas i.e.; Keyboarding/word processing, business math, business English, computer applications, recordkeeping/management, & developmental voc. ed. studies. Able to teach the following computer skills: DOS operating system, word processing, spreadsheet, & data base programming on IBM/PC and Apple computers. Demonstrated successful experience teaching in rural cross-cultural environment. Demonstrated ability to work as a member of a team. Experience in curriculum & course development. Able to travel by small plane regularly to develop program, instruct, tutor & advise students. Experience with individualized labs. Experience with data entry system highly desirable. **RESPONSIBILITIES:** Teach applied business, office professions, computer applications & developmental voc. ed.

courses for underserved students. Participate in program & delivery planning & curriculum development. Advise tutor, & support students. Extensive on travel for meetings, instruction & outreach. **SALARY:** Commensurate with qualifications & experience based on the appropriate University & faculty salary schedule. **CLOSING DATE:** Extended to June 20, 1990, 5 PM. **APPLICATION PROCEDURE:** Send resume, official transcripts, letter of application, & 3 letters of professional reference to: Personnel Office, Northwest Campus, Pouch 400, Nome, AK 99762. UAF is an AA/EEO employer and educational institution. Must be eligible for employment under the Immigration Reform & Control Act of 1986. Expanded vacancy announcement available upon request or application. Phone (907) 443-2201.

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JOB ANNOUNCEMENT

POSITION: Administrator, Chitina Native Corporation

LOCATION: Chitina, Alaska

HOURS: 8 - 5 Monday Through Friday, overtime as authorized.

This position involves providing general administration and management for Chitina Native Corporation, an ANCSA-mandated village corporation of approximately 250 shareholders. Person will be answerable to the Board of Directors.

DUTIES/RESPONSIBILITIES:

- ** Land
 - Work with Chitina Native Corporation land and land issues.
 - Handle such issues as rights-of-way, easements, cultural/historic preservation, trespass.
 - Monitor potential impacts to Chitina Native Corporation land.
 - Work with Chitina Land Committee.
- ** Administration
 - Provide administrative support to Board of Directors.
 - Coordinate meetings.
 - Record and transcribe meeting minutes.
 - Perform basic bookkeeping (accounts payable, receivable, payroll, etc.).
 - Respond to phone calls.

- Prepare for audits.
- Notify the Board of major issues that arise.

** ANCSA Issues

- Monitor ANCSA regulations and issues as they affect Chitina Native Village Council, as well as with the local community and Ahimsa, Inc.
- Update/maintain Chitina shareholder address list.
- Handle Chitina scholarship and memorial fund information.
- Maintain contact with such agencies as BIA, BLM, Alaska Department of Fish and Game, etc.

** Monitor economic opportunities for Chitina Native Corporation.

** Other duties as needed.

QUALIFICATIONS:

- Working knowledge of ANCSA and ANCSA corporations.
- Knowledge of Alaska native people's lifestyles and cultures.
- Preference to those with knowledge of Chitina native people's lifestyles and cultures.
- Ability to get along with Chitina shareholders as well as to work closely with CNC Board of Directors, Chitina Village Council, and Ahimsa, Inc.
- Experience dealing with ANCSA-related issues and concerns.
- Preference to those with working knowledge of laws/regulations regarding land, rights-of-way, easements, historic/preservation, or trespass, as applied to ANCSA corporations and/or Alaska native village councils.
- Ability to work independently under general direction; self-starter.
- Experience in bookkeeping and administrative support; must be able to operate standard office equipment such as typewriter, computer, copier, facsimile machine.
- Knowledge of local issues and concerns.
- Must be able to recognize and maintain professional standards of confidentiality.
- Chitina Native Corporation will be accepting applications for this position from June 1st until June 15th at 5:00 p.m.

For additional information call 803-2223

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