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272-9619

MARKETING ASSISTANT SOUGHT

MARKETING DIRECTOR OF BUSY RADIO NETWORK SEEKS BRIGHT, HARD WORKING INDIVIDUAL FOR FULL TIME POSITION TO MARKET PROGRAMS TO STATIONS, PREPARE PROMOTIONAL MATERIALS, REPORTS, AND CORRESPONDENCE. MUST POSSESS GOOD WRITING AND WORD PROCESSING SKILLS. PREVIOUS RADIO EXPERIENCE A PLUS. EXCELLENT OPPORTUNITY FOR RECENT GRADUATE SEEKING ENTRY INTO A BROADCAST OR MARKETING CAREER. SALARY \$800-1200/MO DOE. SEND RESUME WITH COVER LETTER AND 3 REFERENCES TO C. CASHMAN, APRN, 4640 OLD SEWARD HWY, STE. 202, ANCHORAGE, AK 99503. EOE.

Publish: 11/20/27/89(2256)c

EXECUTIVE DIRECTOR

The Executive Director is responsible for effective management and development of Tundra Women's Coalition in keeping with the philosophy, plans and policies established by the Board of Directors and Membership, and in compliance with all applicable local, state and federal laws and regulations governing the corporation and its programs.

Qualifications:

BA degree and/or extensive administrative experience, preferably in rural Alaska; awareness of issues relating to domestic violence, sexual assault and substance abuse familiarity with writing grants and managing multiple funding; knowledge of basic accounting systems and budget management; willingness to model non-violent, sober behavior in the community; experience in fundraising and public relations.

DUTIES AND RESPONSIBILITIES

Supervisory:

Direct hiring and termination of all staff. Ensure that all employment practices are carried out as defined in the Personnel Policies Manual. Review component activities and meet regularly with Component Coordinators. Complete probationary and annual personnel evaluations and Component Coordinators. Review Coordinator's recommendations for personnel action and provide administrative sanction. Identify staff development needs and promote provision of training and recognition of accomplishments. Mediate or hear complaints as part of the Grievance Procedure.

Technical:

Attend monthly Board Meetings, and submit written monthly report. Attend appropriate Board Committee meetings and provide information and materials as requested. Pursue funding sources at the direction of the Board. Coordinate proposal development and secure approval for grant applications from Board. Negotiate contracts and grant awards on behalf of TWC. Oversee the preparation and submission of accurate statistics, records, and reports in compliance with funding source requirements. Serve as liaison and spokesperson with local, state and national agencies, organizations, and media. Maintain cooperative agreements with appropriate state and local agencies. Authorize program expenditures and sign checks. Oversee the preparation of budgets and review monthly and quarterly financial reports. Direct response to correspondence. Supervise assessment of needs and review service delivery. Review, revise and recommend annual program objectives. Oversee compliance with organizational, state and local regulations, policies and ordinances. Attend and represent TWC at Network and Council meetings. Attend relevant training. Provide technical assistance to other domestic violence and sexual assault projects. Assess unique needs of Delta women and promote culturally relevant programs that reflect traditional values of non-violence, cooperation, sharing and respect for family and elders. Other duties delegated by the Board.

Salary: DOE: \$37,000 — \$40,000 Please submit: Resume Apply to Board of Director's President, Tundra Women's Coalition, P.O. Box 1537, Bethel, Alaska 99559 543-3455 Closing date: November 24, 1989.

Publish: 10/30/89*11/6,13,20/89(2183)c

Program Director

Bering Straits Coastal Management Program The Bering Straits Coastal Resource Service Area Board is recruiting for a Program Director to implement and administer their regional coastal management program. Complete job description, qualifications, and application procedures may be obtained by contacting Job Service or the Bering Straits Coastal Management Program, Box 10, Unalakleet, Alaska 99854 (924-3062). Closing date 12/15/89.

Publish: 11/20,27/89*12/4/89(2253)c

Earn \$300 — \$500 per week reading books at home. Call 1-615-473-7440 Ext. B-289.

Publish: 11/20,27/89(2255)c

On letters, postmarks, postcards, and related material wanted by private collector of Alaska Postal History. Prefer material before 1900 but will consider any other, any quantity. Please send information or inquiries to Alaska Postal History, PO Box 1206, Palmer, Alaska 99645.

Publish: 9/4,11,18,25/89 10/2,9,16,23,30/89 11/6,13,20,27/89(1595)c

CONTROLLER

Doyon, Limited, the regional Native corporation for Alaska's Interior, seeks a CONTROLLER for its Fairbanks corporate office. The Controller heads up Doyon's Accounting Department and supervises a staff of three. Five years experience in accounting required. A working knowledge of ANCSA Section 7 reporting and distribution requirements, taxation and employee benefits preferred. A college degree in accounting, current CPA certificate and Big 8/Forune 500 background will be considered favorably. Salary commensurate with experience. Doyon offers an excellent benefits package. Send resume by December 1, 1989 to Controller Search Committee, Doyon, Limited, 201 First Avenue, Fairbanks, Alaska 99709.

Publish: 11/6,13,20,27/89(2212)c

TITLE: Contracts & Grants Specialist

DEPT: AVCP Administration

Duties and Responsibilities:

Develops funding proposals for AVCP. Reviews grant proposals to ensure conformity with organizational grant management standards, organizational goals and objectives.

Assists member villages in proposal development. Provide technical assistance to villages in implementation of grant(s) management.

Monitor ongoing grants to assure compliance with grant provisions and assist in coordinating reporting requirements for grant management.

Reviews proposals for grant modifications and recommends approval/disapproval of grant agreements.

Functions as liaison between Federal and State agencies, grantor organizations, AVCP Administration and member villages to pursue grant proposals and enhance cooperation among agencies and organizations, to provide optimum level of service delivery for grant programs.

Research State/Federal statutes and regulations to promote maximum consideration of regional and village preferences and needs in delivery of services authorized by grants.

Qualifications:

1. Graduate from an accredited college or university with emphasis on public administration including significant grant-writing and management experience.

2. Ability to develop viable grant proposals for AVCP and member villages.

3. Proven portfolio of grants written and obtained from Federal/State and other organizations.

Salary: DOE

Send Resumes and Portfolio to:

Myron P. Naneng, Vice-President
Association of Village Council Presidents
P.O. Box 219
Bethel, Alaska 99559
Phone: 543-3521 or 1-800-478-3521

Publish: 11/6,13,20/89(2194)c

EMPLOYMENT OPENING

Position: Director, Shareholder Relations

Duties: Develop and administer shareholder programs, responsible for shareholder communications, develop programs to address shareholders issues, including dissemination of information on ANCSA and 1991.

Other Duties as assigned.

Salary: D.O.E.

All applications including resumes and letters of intent to be submitted by November 30, 1989 to:

Bering Straits Native Corporation
P.O. Box 1008
Nome, Alaska 99762

Attention: Lonnie O'Connor, President

SHAREHOLDER PREFERENCE

Publish: 11/20,27/89(2250)c

SURPLUS MATERIAL AND EQUIPMENT SALE

North Slope Borough
Barrow, Alaska

Construction Equipment — Dredges — Oilfield Equipment
Caterpillar Parts — Construction Material — Miscellaneous
All property is located on the North Slope of Alaska

Sale to include:

- 1- CAT 98B Loader
- 5- CAT 98B Loaders
- 1- CAT 930 Loader
- 1- CAT 235 Backhoe
- 3- CAT D-3 Dozers
- 3- CAT D-5 Dozers
- 4- CAT D-7 Dozers
- 1- CAT D-8 Dozer
- 2- CAT D-9 Dozers
- 7- Dump Trucks
- 1- 100 Ton P & H Crane
- 2- TB00D Vermeer Trenchers
- Transit Mixers

- Hydraulic Dredges and Parts
- Anchor Scur
- Pumps
- Compressors
- Buses
- Light Trucks
- 24 and 18 Man Camps
- 3 MMBF Treated Wood
- ATCO Folding Building
- Garbage Trucks
- Van Loads of Cat Parts
- Miscellaneous Small Tools
- Misc. Construction Material

All property to be sold by sealed bid in one lot. No bids on partial lots will be accepted. Intent to Bid must be filed by November 27, 1989 with bid opening on December 13, 1989. For more information and a complete listing of equipment and material contact:

Arctic Slope Consulting Group
8700 Arctic Spur Road
Anchorage, Alaska 99518-1550
Office (907) 349-5148
Fax (907) 349-4213

Bid packages available for a \$25.00 non-refundable deposit. List of bidders will be sent to all purchasers of bid package.

Publish: 11/13,20/89(2246)c

REWARD \$5,000

For the arrest and conviction of the person or persons responsible for the arson of a three room lodge in Spearpoint, 17 miles S. East of Line Village and 12 miles North of Spearpoint. All information confidential WK. 562-1909 Hm. 338-4020. Will accept collect calls.

Publish: 10/30/89*11/6,13,20/89(2182)c

UNIVERSITY OF ALASKA FAIRBANKS
Director
Rural Alaska Health Education Center

RESPONSIBILITIES:

- a. Work with the RAHFF Board to develop and implement a scope of work.
- b. Supervise the RAHEF staff and manage the business affairs for the RAHFF Board.
- c. Writing reports and proposals.
- d. Developing budgets and monitoring expenditures.
- e. To check the progress and evaluate work of grant awardees.
- f. To serve as the liaison person with various educational institutions, health agencies, health association, governmental units and health care providers.

QUALIFICATIONS:

- Advanced degree in health related field and experience in health care or health education.
- Must have administrative/managerial experience.
- Must have experience and knowledge in dealing with state and federal agencies, general public and professional medical societies.
- Must possess verbal and written communication skills.

SALARY AND WAGES: Dependent on Qualifications.

APPLICATION: Send cover letter, resume or curriculum vita, including names, addresses and telephone numbers of 3 references and postmarked by November 30, 1989. Submit applications to:

Dr. Phillip O. Nice, Director
Rural Health Education Center
University of Alaska
Fairbanks, Alaska 99775-0900

OPENING DATE: November 1, 1989

CLOSING DATE: November 30, 1989

The University of Alaska Fairbanks is an EO/AA employer and educational institution.

Publish: 11/13,20,27/89(2179)c

FAIRBANKS ALASKA AREA PLUMBERS AND PIPEFITTERS JOINT APPRENTICESHIP TRAINING COMMITTEE WILL BE ACCEPTING APPLICATIONS FOR APPRENTICE PLUMBERS AND PIPEFITTERS FROM NOV. 27, 1989 TO DECEMBER 8, 1989. APPLICANTS MUST APPLY IN PERSON AT 1978 BURGESS AVENUE, FAIRBANKS, ALASKA. OFFICE HOURS: 8 A.M. TO 12 P.M.; 1 P.M. TO 5 P.M., MON-FRI TELEPHONE: (907) 456-5989.

REQUIREMENTS UPON MAKING APPLICATION:

A. YEARS OF AGE: A MINIMUM OF 18, MAXIMUM OF 27.

B. PROVIDE THE FOLLOWING DOCUMENTS:
1. BIRTH CERTIFICATE
2. HIGH SCHOOL DIPLOMA & TRANSCRIPT OR G.E.D. CERTIFICATE AND REPORT OF TEST RESULTS.
3. MILITARY TRANSFER OR DISCHARGE FORM DD-214, IF APPLICABLE.

APPLICANTS WILL BE REQUIRED TO:

A. SUCCESSFULLY COMPLETE APPITTUDE TEST (GAT)AT ALASKA STATE DEPARTMENT OF LABOR, JOB SERVICE.

B. APPEAR FOR INTERVIEW WHEN SCHEDULED.

FAIRBANKS ALASKA AREA JOINT APPRENTICESHIP TRAINING COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER PROVIDING EQUAL EMPLOYMENT OPPORTUNITY WITHOUT REGARD TO RACE, CREED, COLOR, SEX, OR NATIONAL ORIGIN.

Publish: 10/23,30/89*11/6,13,20,27/89*12/4/89(2168)c

The Tundra Times has a special gift subscription rate for Christmas this year. Only \$15 per year. What a deal. I bet Santa won't even be able to resist a bargain like this.

Any person who receives your gift subscription will be sent a card from us, stating: A Special Gift for a Very Special Friend, One year of the Tundra Times. It will also list who sent the gift.

It's easy. Just fill in the form below with the name and address of the person receiving the gift and we'll do the rest.

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Please return with check, \$15 per subscription, to: Christmas Offer, Tundra Times, P.O. Box 104480, Anchorage, Alaska 99510-4480.

POSITION:

The Galena City School District is accepting applications for a School Social Worker.

QUALIFICATIONS:

Must possess or be eligible for either an Alaska Type A or D Teaching Certificate with a School Social Worker Endorsement. Must have a masters degree in school social work.

APPLICATION REQUIREMENTS:

Call for application. Send completed application, letter of interest, current resume, college credentials, official transcripts, District questionnaire, and Waiver and Authorization to Release Information form to:

Harry E. Purdy, Superintendent
Galena City School District
P.O. Box 299
Galena, Alaska 99741
Telephone: (907) 656-1805
Fax: (907) 656-1368

Publish: 11/20/89(2251)c

Norton Sound Health Corporation
Special Needs Teacher/Supervisor
Annual Salary \$6,279/39,640.00
Contact — Personnel Services
P.O. Box 968
Nome, AK 99762

Telephone: 443-3311

Alaska Native or American Indian Preference/EO/Veteran Preference

Publish: 11/13,20,27/89*12/4/89(2240)c

Realty Specialist

The Bristol Bay Native Association is accepting application/resume for a Realty Specialist. Under the direct supervision of the Realty Officer, specialists provide a wide variety of Realty services to restricted land owners and Native allotment applicants including gathering witness statements, field investigations, records research, reports of trespass, conflict resolution, prepares sales, leases, easements, right-of-ways, mortgages, contracts, requests appraisals, gathering probate data, investigation of trespass and other restricted land violations, will preparation.

EXPERIENCE: Two years experience in land management field or college degree in land management field. Applicants must have excellent reading, writing, communication and office skills. Must be able to work independently, travel frequently, work effectively with Native allottees, State and Federal agencies and private interests. DUTY STATION: Dillingham, Alaska WAGE RATE: \$14.36 D.O.E. with full benefit package.

Indian Preference in hiring through PL 93-638 Send letter of interest, resume and references by November 28, 1989 to: Dee Dee Bennis, Special Assistant, BONA, Box 310, Dillingham, Alaska 99576.

Publish: 11/13,20/89(2243)c

YUKON-KUSKOKWIM HEALTH CORPORATION CAREER OPPORTUNITIES

MENTAL HEALTH CLINICIAN to provide Professional therapeutic and diagnostic counseling services with clients having social, emotional, or drug related concerns. Salary DOE, plus liberal fringe benefits. QUALIFICATIONS: Master's in Social Work, Master's in Psychology with a Clinical Psychologist license, or Psychiatric Registered

Nurse with a license in Psychiatric Nursing. Two years supervised experience performed at a satisfactory level. Ability to establish appropriate therapeutic relationship with patients of a different culture. Apply by December 1, 1989. Alaska Indian or Native preference in hiring under P.L. 93-638.

Anyone interested in applying send an application or resume to: YKHC Personnel, P.O. Box 528, Bethel, Alaska 99559 or call (907) 543-3321 ext. 152/153 for more information.

THE YUKON-KUSKOKWIM HEALTH CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER (Including Handicapped)

Publish: 11/13,20/89(2248)c

Legal

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND
PUBLIC FACILITIES
CENTRAL REGION
DESIGN AND CONSTRUCTION
INVITATION FOR BIDS

Sealed bids in single copy for furnishing all labor, materials and equipment, and performing all work on Project No's. 67482 and 68166, Anchorage Pioneers; Home Handicap Access Improvements and Anchorage Pioneer's Home Elevator Modifications, described herein, will be received until 2:00 P.M. prevailing time, December 6, 1989, in the Contracts Administration office, 4111 Aviation Drive, Anchorage, Alaska.

These projects will consist of: Handicap Access Improvements — providing new handrails, changing door swings at public bathrooms, and providing pipe insulation; Elevator Modifications — providing seismic counterweight derailment devices, fireman's service and handicap floor designations.

The Engineer's Estimate is less than \$100,000.00

All work shall be completed by: Handicap Access — January 31, 1990; Modifications — May 15, 1990

The Department of Transportation and Public Facilities (DOT&PF) hereby notifies all bidders that it will affirmatively assure that in any contract entered into pursuant to this invitation, Disadvantaged Business Enterprises (DBE) and Women Business Enterprises (WBE) will be afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

The DBE bonus for this project is 15 percent.

PLANS, SPECIFICATIONS, AND BIDDING INFORMATION MAY BE OBTAINED BETWEEN THE HOURS OF 8:30 TO 11:30 A.M. AND 12:30 TO 4:00 P.M. by all who have a bona fide need for them for bidding purposes from the plans room of the Review and Contracts Section, 4111 Aviation Drive, Anchorage, Alaska, (907) 266-1674 (mailing address: P.O. Box 198900, Anchorage, Alaska 99519-8900).

Documents are available for INSPECTION at: AGC offices in Anchorage, Fairbanks, Soldotna; The Plans Room, Anchorage and Fairbanks; Alaska Business Development Center, Anchorage; Regional DOT&PF, Anchorage, Douglas and Fairbanks.

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