

# Classified

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Tundra Times Rates:

Classified:

75¢ per line

Legal:

85¢ per line

All orders from outside Alaska must be prepaid.

### 1. HELP WANTED

**Counselor/Caregiver**  
**INTERMISSION**, 24-hour crisis nursery. Therapeutic care of young children and crisis counseling of parents. College degree in human services field. Experience may be substituted on a year-for-year basis. Submit resume by Sept. 5, 1980 to Center for Children and Families, 1343 G St., Anchorage, AK 99501.

EEO Employer

### HELP WANTED

**DEVELOPMENT SPECIALIST/FINANCIAL ANALYST**: Responsible for working with Western Alaska fishermen to obtain financing to enter new fisheries; assessing feasibility of small fishing-related businesses, administering a small revolving loan fund, and other duties assigned. Qualifications: MBA preferred, with specialization in finance. Previous commercial bank financing and fisheries experience preferred. Experience in rural Alaska preferred. Salary: \$25,000 to \$34,000 DOE. Closing date: August 25, 1980. Submit resume and references to Fisheries Department, Alaska Native Foundation, 411 West 4th Avenue, Suite 314, Anchorage, Alaska 99501. EOE.

### HELP WANTED

**POSITION ANNOUNCEMENT**  
**EMPLOYER**: Inupiat Community of the Arctic Slope, Barrow, Alaska 99723  
**DUTIES**: Executive Director, responsible for directing, executing, and coordinating a program of tribal operations, natural resources, employment assistance, social service, housing and educational programs together with supporting administrative functions.  
**QUALIFICATIONS**: At least ten years experience working with Native groups. Be well versed in Native problems of the North Slope.  
**SALARY**: Depends on experience. Deadline for receipt of applications is September 30, 1980. ICAS will give preference in employment to qualified Natives regardless of age, religion, or sex. PHONE: 852-2411.

### HELP WANTED

**Training Assistant in Addiction Studies**, half-time, 9/1/80-6/30/81. Contact University of Alaska, Anchorage Personnel Office for job description and application. Position closes 8/26 or until filled. UAA is an EEO/AA employer and educational institution.

### HELP WANTED

**DIRECTOR OF SUPPORT SERVICES**  
Manager needed for support services department. As a part of a management team, is responsible for office management, forms control, word processing, office procedures, budget development and control, office supply and equipment requirements, and supervision of support staff.

**QUALIFICATIONS**: A.A. degree in business administration; 10 years of office experience with high level responsibility required. Supervisory office management experience preferred. Education may be substituted for management experience on a year for year basis.

Tanana Chiefs Conference is an Equal Opportunity Employer with preference given to Indians and Alaska Natives in accordance with our contracts.

Apply to Gloria Campbell, Executive Secretary, Tanana Chiefs Conference, First & Hall Streets, Fairbanks, AK. Closing date: 8-22-80.  
Publish: 8/13, 8/20

### HELP WANTED

**EXECUTIVE DIRECTOR**  
**STATE OF ALASKA COMMISSION ON THE STATUS OF WOMEN**  
Vacancy in Anchorage  
\$3,518 per month  
Under the general direction of the Commission, provides Commission programs preferred. Major duties: development of a Senior Law Manual; organizing training sessions for

with full-time staff support in project planning, development, and public information activities related to state policy issues surrounding the opportunities, needs, and contributions of women in Alaska including education, homemaking, child and legal rights, labor and employment.  
**DUTIES**: Serves as chief administrative officer of the Commission. Acts as public spokesperson for the Commission to explain Commission policies, programs, findings, and recommendations to legislative/executive branches, and public at large. Supervises staff which creates and recommends to the Commission research and public education projects designed to document and enhance the status of women in Alaska and further public understanding of issues affecting women. Directs projects approved by Commission through the staff, consultants, and volunteer resources. Recommends and implements policies governing the administration of the Commission, including budget and finance, personnel practices, and other office procedures.  
**KNOWLEDGE, SKILLS, AND ABILITIES**: Knowledge of issues which adversely affect the status of women in Alaska. Skill in oral and written communications with people of different cultural, ethnic, and social backgrounds. Ability to manage the administrative and program responsibilities of the Commission.  
**MINIMUM QUALIFICATIONS**: Applicants must have a four-year degree in public administration, government, or a related field, or any combination of education and experience on a year for year basis, and must demonstrate possession of knowledge, skills, and abilities described above through professional or volunteer experiences, including at least two years in a supervisory capacity. Occasional travel.

**PUBLIC INFORMATION SPECIALIST**  
**ALASKA COMMISSION ON THE STATUS OF WOMEN**  
Vacancy in Anchorage  
\$2,132 per month  
**DUTIES**: Position will be responsible for developing a comprehensive public information program, including statewide electronic and print media presentation of women's issues, editing and layout of Commission publications, speech writing, and conference coordination.  
**MINIMUM QUALIFICATIONS**: Applicants must have a four-year degree in media, journalism, or public relations, or any combination of education and experience on a year for year basis, and must demonstrate skills in electronic and print media, writing, editing, and layout.

**RESEARCH ANALYST II**  
**ALASKA COMMISSION ON THE STATUS OF WOMEN**  
Vacancy in Anchorage  
\$2,132 per month  
**DUTIES**: Position will be responsible for basic policy analysis including proposed legislation, existing statutes, statistical review and reporting relative to the status of women in Alaska, and may make presentations to members of executive or legislative branches regarding Commission findings and policy recommendations.  
**KNOWLEDGE, SKILLS, AND ABILITIES**: Applicants must have demonstrated experience in writing, editing, and speaking ability, as well as knowledge of major issues affecting women in Alaska.  
**MINIMUM QUALIFICATIONS**: Applicants must have a four-year degree in public relations, administration, social sciences, or a related field or any combination of education and experience on a year for year basis, and must demonstrate skills in legislative analysis, writing, editing, and public speaking.  
This position may be split into two equal positions in Juneau and Anchorage.  
**CLOSING DATE**, Sept. 8, 1980.  
**SUBMIT STATE APPLICATION FORM AND RESUME TO**: Alaska Commission on the Status of Women, MacKay Bldg., Suite 850, 338 Del Norte Street, Anchorage, Alaska 99501 (907) 276-3001. Partially exempt agency. ACSW is a 401(c)(3) non-profit.

### HELP WANTED

**INGALIK INC.** - Anvik needs ex. director, 1/2 time 4-5 hours a day. Should have some rural back ground. Able to work with ANCSA.

Job includes - directing and planning, handling all correspondence and rental bldgs. Any other areas of business as directed by the board.

Salary: D.O.E.  
Apply to:  
INGALIK INC.  
Anvik, Alaska 99558

Publish: 8/13, 8/20

### HELP WANTED

Alaska Legal Services Corporation offers the following positions:  
**Attorney/Coordinator** - location: Anchorage  
Qualified to practice law in Alaska. Experience in working with elderly

attorneys and paralegals; maintaining required reports; coordination with other agencies; knowledge of existing state/federal legislation; excellent benefits. One year position. Salary range: \$20,000 - \$24,000 DOE. Starting date of employment: September 15, 1980.

**Supervising Attorneys** - location: Ketchikan, Kotzebue  
Qualified to practice law in Alaska. Experience in fiscal management and supervisory duties of 7 person office; maintains caseload; does case review; produces yearly budget. Salary range: Ketchikan \$23,000 - \$27,000; Kotzebue: \$26,000 - \$32,000 DOE. Starting date of employment: ASAP

**Staff Attorneys** - location: Juneau, Anchorage. Possibility of Anc. position being for one year only. Qualified to practice law in Alaska. Minimum one year experience, preferably with Legal Services. Major duties: maintains client caseload, in general civil practice for primarily urban setting. Excellent benefits. Salary range: \$20,000 - \$24,000 DOE. Starting date of employment: ASAP

**Attorney/Director of Community Food & Nutrition Program** - location: Anchorage. Qualified to practice law in Alaska. Experience with state/federal nutrition programs. Regularly nutritional, preferred. Major duties: administrators grant from federal, state, and local sources; (1) part-time secretary; monitors state and federal nutrition programs; Stamp Act of 1977; represents clients before administrative hearings; legislative advocacy; develops and makes impact. Salary range: \$21,000 - \$25,000 DOE. Starting date of employment: ASAP

**Chief Counsel** - location: Anchorage. Qualified to practice law in Alaska. Minimum (3) years legal experience required and the expertise necessary to supervise the legal work of a forty lawyer, eleven office law firm. Major duties: recruits attorneys, evaluates professional staff; reviews/approves major litigation/appeals; coordinates training of attorneys; negotiates/regulates policies. Salary range: \$27,000 - \$32,000 DOE. Starting date of employment: ASAP

If you wish to apply for any of the positions listed above, send resume, writing sample and references to: Gordon Jackson, Alaska Legal Services Corporation, 615 "H" Street, Suite 100, Anchorage, AK 99501. Please be clear about the job you want. You have interest. ALSC is an affirmative action, EOE.

Publish 8/13, 8/20

### HELP WANTED

**ASSISTANT AREA COURT ADMINISTRATOR/CLERK OF COURT**

The Alaska Court System is currently recruiting for the position of Assistant Area Administrator/Clerk of Court for the Third Judicial District based in Anchorage. Under the direction of the District Administrator incumbent performs and supervises the administrative, clerical, statutory and judicial functions for the Trial Courts. Minimum qualifications: Graduation from an accredited college or university with a degree in Business Administration or Public Administration or a closely related field plus two years of professional level administrative experience. The annual salary is \$39,336. Applicants should submit an Alaska Court System application to the District Administrator, 3rd Street, 2nd Floor, Anchorage, Alaska 99501. Applications can be mailed to the District Administrator, 3rd Street, Anchorage, Alaska 99501. Application forms are available at the local Courthouse or may be received no later than 4:30 p.m. September 8, 1980.

**AN AFFIRMATIVE ACTION EMPLOYER**  
**WOMEN AND MINORITIES ARE ENCOURAGED**

Publish: 8/13, 8/20, 8/27, 9/03

### 2. FOR SALE

"Reducing Kennel Size: Selling 3 AKC Alaskan Malamutes, 5ied and Papillon, and 3-18 week old McKenzie River Canadian Puppies, 4 Mile N. Becker, 5410 10365, Fairbanks, AK 99701. Daytime 479-7779 (Deborah) or 479-6914 (Steve)"  
Publish: 7/30, 8/06, 8/13, 8/20

### MISCELLANEOUS

Homeworkers wanted to lace leather goods at home. Earn \$150 per week. No experience needed. Send \$1.00 (refundable) and a form to: self-addressed envelope to: "BELL ENTERPRISES, 423 N. Expnla, Las Cruces, N.M. 88001"  
Publish: 8/06, 8/13, 8/20

The Tundra Times is Yours because you are an Alaskan Native concerned with Native issues....

BUT

You don't have to be Native to observe the many things happening with Alaska.

The Tundra Times can take you on an excursion from Barrow to Juneau, from Nome to Eagle, not to mention from Washington, D.C. to Greenland for the Inuit Circumpolar Conference, plus much, much more.....

For \$20 per year, you can enjoy the fun and excitement of the Tundra Times. Just fill in the coupon below and mail it to:

Tundra Times  
639 "I" Street  
Anchorage, Alaska 99501



Dear Sirs:

I would like to subscribe to Alaska's Largest and Oldest Weekly Newspaper for a period of / one year for \$20 / one half year for \$12 and you can / Bill me later / my payment is enclosed.

Please send to the name and address below:

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