

Business Directory

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DONALSON COMPANY

PO Box 845
Anchorage,
Alaska
Phone 279-3025

CLASSIFIED

HELP WANTED

Position: Executive Director
Start: July 9, 1981

Salary: DOE
Responsibilities: Directly responsible to the executive committee for fiscal administration of non-profit Indian tribe. Oversees operation of such tribal programs and supervises regional department heads. Expand program through submission of proposals in line with priorities set by executive committee. Develop managerial potential of tribal members through delegation of authority and provision of training opportunities.

Qualifications: College Degree in Administration program planning, or related field is desirable. Demonstrated managerial skills, including grant writing ability with a non-profit entity or as an official of BIA or IHS is required. Degree of previous responsibilities may be substituted for education requirements. Resumes will be received until June 22, 1981 by Mr. Benjamin P. Lindgren, President, Arctic Indian Tribes, P.O. Box 188, Kenai, AK 99611.

Publish: 6/30, 6/10/81

The Huna Totem Corporation is seeking qualified applicants interested in managing a 28 room Lodge with restaurant and bar. Five (5) years experience.

Experience in Hotel/Motel Management desired. Applicants must be willing to live in small rural community in Southeast Alaska. Salary: \$24,000 annually plus bonus.

Interested Applicants Should Send Resumes To:

Huna Totem Corporation
ATTENTION: President
P.O. Box 290
Moonah, Alaska 99829
Phone: (907) 945-3303

Publish: 6/03, 6/10, 6/17/81

Fairbanks Native Association, Inc. is seeking applications for the position of Executive Director.

Duties: Under the direction of the Board of Directors, plans, coordinates and supervises all administrative, technical and program services of Fairbanks Native Association, Inc., a non-profit organization with multifaceted programs serving Fairbanks residents.

Qualifications: BA in Business Management or Public Administration or three years experience or equivalent experience in administration of Alaska Native organizations.

Salary: DOE
Application Deadline: June 15, 1981
For more information contact: Anita M. Henry at 452-1648.
Mail resume to: FNA, President, 310 First Ave., Fairbanks, AK 99701

EXECUTIVE DIRECTOR

THE ANCHORAGE EQUAL RIGHTS COMMISSION

The Anchorage Equal Rights Commission is now accepting applications for the position of Executive Director. This position is responsible to the Commission for the overall management of the agency in implementing the policies of the Commission under Title 5 of the Anchorage Municipal Code to prevent and eliminate discrimination. The Executive Director is responsible for directing the staff in support of program activities and extensive interaction with other Municipal, State, Federal, community and civic officials and the affected public, developing and controlling the agency budget, operating priorities and goals consistent with statutory service requirements and policy objectives of the Commission.

Qualifications for this position preferably should include graduation from an accredited college or university with a bachelor's level degree in sociology, political science, business or a related field, and at least five years of progressively responsible professional level experience relating to human development, law administration, investigations, community development or a closely related field. At least two years of the related experience should preferably have included substantial responsibility for programs to prevent and eliminate discrimination including, but not limited to, affirmative action, contract compliance, EEO, human rights investigation, legal representation on discrimination issues, or adjudication of discrimination complaints.

To apply for this position please submit your resume including professional history and educational attainments to Mr. William A. Smith, Director Employee Relations, Pouch #650, Anchorage, Alaska 99502. This address is for receipt only. All responses will be turned over directly to the Anchorage Equal Rights Commission, which will have exclusive responsibility for the selection of the Director subject to the Approval of the Mayor. The period for application will close Monday, June 15, 1981.

The names of applicants and submitted background information may be subject to public disclosure in the course of Commission review.

This position is subject to regular executive level employee benefits including annual leave, employee and dependent health and life insurance and participation in the Alaska Public Employees Retirement System.

AN EQUAL OPPORTUNITY EMPLOYER

Application does not insure interview.

Publish: 5/27, 6/03, 6/10/81

TEACHING

POSITIONS AVAILABLE
Anchorage Community College
Vocational/Technical Programs

The following openings are available for the 1981-82 academic year.

- I. Full-time temporary (one year appointments only)
 - A. Electronics Technology Teacher
 - B. Surveying Technology Teacher
 - C. Auto/Diesel Technology Teacher
 - D. Medical Lab Technology Teacher
 - E. Welding Technology Teacher

- II. Full-time permanent
 - A. Electronics Technology Teacher
 - B. Surveying Technology Teacher
 - C. Welding Technology Teacher
 - D. Aviation Maintenance Technology Teacher (unclassified)
 - E. Nursing (Associate Degree Nursing)

III. Adjunct faculty (one course/part time) in the following areas:

- Air Traffic Control
- Aviation Technology
- Aviation Maintenance Tech.
- Auto/Diesel Technology
- Architectural & Eng. Tech.
- Electronics Technology
- Surveying Technology
- Welding Technology
- Food Service Technology
- Fire Science Technology
- Home-Economics
- Medical Laboratory Tech.
- Nursing: Associate Degree
- Practical Nurse Ed.

Each position requires specific qualifications and applications procedures. Contact ACC personnel for application procedure and information.

Anchorage Community College is an EOE/AA employer.

Your file may be subject to public disclosure.

Publish: 5/27, 6/03/81

CITY ADMINISTRATOR

The City of Holy Cross, an interior community of 300 people along the Yukon River is seeking a City Administrator. The successful applicant should possess the following skills as a result of education and/or experience: grant writing and administration, financial administration, personnel administration and community advocacy. Self-motivation and the ability to work with others is essential. Salary is DOE and fringe benefits include housing. Resume should be sent to the City of Holy Cross, P.O. Box 100, attention Betty Johnson, Holy Cross, Alaska 99602. The closing date is June 28th.

Publish: 6/03, 6/10, 6/17/81

POSITION VACANCY

GENERAL MANAGER, KTQO (FM) & TV, noncommercial public station serving Juneau, Alaska. Position is Chief Executive Officer for Capital Community Broadcasting, Inc., a community licensee with an annual budget of \$1.3 million and a staff of 40. Both stations have a strong commitment to local production and active volunteer involvement in the projects of station operations. Applicants should have minimum of eight years of broadcast experience beyond a 4 year degree; previous public broadcasting management experience; knowledge of fiscal management; and actual experience in both public radio and television programming, engineering, or production. Familiarity with public broadcasting in Alaska preferred. Minimum salary: \$36,000 per year. Send resume and list of four references to: Chairman, Board of Directors, CCBI, 224 Fourth Street, Juneau, Alaska 99801. Applications must be postmarked by June 12, 1981. CCBI is an Equal Opportunity Employer.

Publish: 5/27, 6/03, 6/10/81

LAND USE PLANNER

Send resume to Unalutsk Native Corporation, Box 100, Unalutsk, Alaska 99684, Phone (907) 624-3411, or to Alaska General Manager. Duties: Familiarization of ANCLD Land Regulations survey and drafting experience. Salary: DOE Closing Date: June 5, 1981

Publish: 5/27, 6/03/81

State of Alaska, Executive Director, Alaska Agricultural Action Council. The Special Projects Office, Office of the Governor, is accepting applications for the position of Executive Director. The AAAC is charged by the Alaska Legislature to coordinate agricultural data collection; recommend agricultural promotion activities and land classification; administer the Delta Agricultural Development program; and coordinate other agricultural projects or any other agricultural project authorized under AS 43.43.425; report to the Legislature annually with recommendations for one or more agricultural projects; propose legislation identifying the tasks of various state agencies necessary to accomplish the development project; propose legislation granting sufficient authority to the state to ensure cooperation of all state agencies.

If you are qualified and interested in this opportunity please send background information and compensation requirements to: Tundra Times, 639 "H" Street, Anchorage, Alaska 99501.

ties involved in the implementation of the agricultural development project(s).

Qualifications: Knowledge of Alaska state government structure and its operations; knowledge of agricultural and its related infrastructure; the ability to write and speak clearly and effectively; professional planning expertise. Annual salary is negotiable. This is a totally exempt position.

Applications will be accepted through June 22, 1981. Starting date is July 1, 1981. Send resume (including references) to: W.L. "Bob" Palmer, Special Projects Coordinator, Office of the Governor, Pouch AN, Juneau, Alaska 99811.

The Office of the Governor is an Equal Opportunity Employer and encourages women and minorities to apply.

Publish: 6/03, 6/10/81

DIRECTOR

Financially stable Regional Native Corporation, Department of Community Relations, is seeking a public relations director for village and shareholder relations. Resumes would include:

1. Supervising the Shareholder Relations Department
2. Plan and implement training programs and seminars for village leaders and shareholders.
3. Coordinate with the Office Administrator on publication of the company newsletter deriving maximum input from village corporations and shareholders.
4. Establish and operate a talent bank.
5. Promote public image; maintain contact with news media and issue press releases as appropriate.
6. Identify and coordinate outside funding sources for village/shareholder activities.
7. Maximize the corporate image from the village point of view facilitating and assisting in merger/corps.

Heavy travel to remote locations is indicated. Ability to communicate and develop effective working relationships with Native leaders, public officials and business men is essential. Submit background information and compensation requirements to: Tundra Times, 639 "H" Street, Anchorage, Alaska 99501.

Publish: 6/03, 6/10/81

EXECUTIVE VICE-PRESIDENT

An aggressive western Alaska Native Regional Corporation headquartered in Anchorage, with sound financial base and planning profitable business expansion is seeking an outstanding executive to serve as Vice-President. Should have meaningful experience in corporate long range planning and development, diversification programs, mergers and acquisitions.

The Executive Vice-President would work closely with the President and Board of Directors.

If you are qualified and interested in this opportunity please send background information and compensation requirements to: Tundra Times, 639 "H" Street, Anchorage, Alaska 99501.

Publish: 6/03, 6/10/81

EMPLOYMENT EMPORIUM

Cook Inlet Native Association
670 W. Fireweed Lane
Anchorage, AK 99503
278-4641 ext. 113

POSITIONS

Instructor for Color Photography must have a thorough understanding of photographic color, materials and techniques as well as color theory. Part-time/Temp. Salary: DOE.

Bank Tellers and Printers - Training slots are now open for printers and Bank Tellers. Applicants must be Title VII eligible. Contact the C.I.N.A. Employment Division for more information.

PROGRAMS

Having trouble finding that special job you want? If you're currently unemployed, check with CINA Employment Division for assistance in finding employment.

You'll work with a Placement Specialist who is skilled in job matching and will counsel and refer you to job openings. The Employment Emporium positions are exclusive for Alaska Natives, American Indians and Native Hawaiians under PL-95-542, sec. 302.



Youth Workers

ALASKA CHILDREN'S SERVICES has need for people experienced in working with emotionally-disturbed youth in its various residential treatment facilities. Both live-in and regular shift work available. Some positions for couples. All positions are in Anchorage.

276-4515

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