

# COMMUNITY SERVICES DEPARTMENT EMPLOYMENT AND TRAINING COORDINATOR

## Recruitment

The Aleutian/Pribilof Islands Association, Inc. is recruiting for an Employment and Training Coordinator for the Community Services Department. The position will be under the immediate supervision of the Community Services Director. The position will perform employment and training program outreach activities; conduct program eligibility interviews; verify application data and determine program eligibility; neogitate classroom training and on-the-job training contracts with educational institutions and employers; conduct career assessment testing; determine job placements based on participant's aptitudes and skills; conduct job search assistance and labor market orientation; initiate a vocational exploration service; provide financial counseling; control all program support funds; supervise one subordinate field employee; review and approve all billings to classroom training and on-the-job training payments; insure the prompt payments are initiated for all approved billings; control employment and training budgets; obtain working knowledge of laws and regulations governing program activities; formulate and submit program reports as required.; and, in general, work effectively in a cross-cultural situation.

Frequent travel to 11 regional villages will be required.

## QUALIFICATIONS

Four years of appropriate education and/or experience that is related to the fulfillment of the position responsibilities. Preferably, at least one year's experience working with an Alaskan Native corporate entity either in a program implementation or fiscal support capacity. Proven ability to communicate effectively both orally and in writing. Salary: \$26,079; Plus liberal fringe benefits Application Deadline: April 28, 1984 at 3:00 p.m. Native Preference applied under PL93-638. Submit resume, completed application form and three letters of reference to: Aleutian/Pribilof Islands Association, Inc., 1689 "C" Street, Anchorage, AK 99501 Attn: Mr. John Purcell, Community Services Director(907) 276-2700 Publish \$625/84, (7268)

## SECRETARY FOR COMMUNITY SERVICE DEPARTMENT

## Recruitment

The Aleutian/Pribilof Islands Association, Inc. is recruiting for a secretarial position for the Community Services Department. The position will perform all routine and specialized clerical support activities necessary for the effective operation of the community Services programs with

minimum supervision. Strong type-writing, writing, filing and organizational skills are important to enable the applicant to give strong clerical support to the department.

## QUALIFICATIONS

Proven ability to exercise independent judgement in program support activities. Typing, 60 wpm; filing skills; at least three month's clerical support experience with an Alaska Native Tribal Entity; and a proven job attendance record is a must. Salary Range: \$18,534, plus liberal fringe benefits Application Deadline: April 28, 1984 at 3:00 p.m. Native Preference applied under PL93-638. Submit resume and completed application form to: Aleutian/Pribilof Islands Association, Inc., 1689 "C" Street, Anchorage, AK 99501 Attn: Mr. John Purcell Community Services Director (907) 276-2700 Publish: 4/25/84, (7269)

## FOR SALE

1984 Honda 250R Three Wheeler, excellent shape, \$1,995 272-1608. Publish: 4/25, 5/2/84, (7262)

## EDUCATIONAL TOYS

Educational toys from around the world chosen by teachers for all ages. Send \$1.50 for color catalog to B.Valley, Toys of Joy, St. Rt. Box 2026, Wasilla, AK 99687 Dealer opportunity. Christmas is coming! Publish: 4/25, 5/2/84, (7259)

## POSITION OPEN

The Alaska Court System will soon have an opening for a Court Clerk IV in Bethel. Salary: \$2,980/mo. Job Duties: serves as Clerk of Court; plans, organizes, controls operations of that Clerk's Office. Serves as Acting Coroner and Acting Magistrate. May work non-standard work week. Minimum qualifications include a high school diploma or equivalent and four years of general office clerical work experience. One year must have included lead or supervisory responsibilities. A college degree may be substituted for the 3 year of non-supervisory experience. However, the year of lead or supervisory experience cannot be substituted. Appli-

cants should submit a completed Alaska Court System application to the Bethel Trial Courts, Box 130, Bethel, AK 99559 or at the Alaska Court System Personnel Office, 1007 W. 3rd Avenue, 2nd floor. Applications may be mailed to the Alaska Court System, 303 "K" Street, Anchorage, AK 99501. Attn: Personnel. All applications must be complete and received in the Personnel Office or the Bethel Trial Courts no later than 4:30 p.m., Friday, April 20, 1984. AN EEO/AA EMPLOYER APPLICATIONS FROM WOMEN AND MINORITIES ARE ENCOURAGED. Publish: 4/4,11,18,25/84,(7126)

## FOR SALE

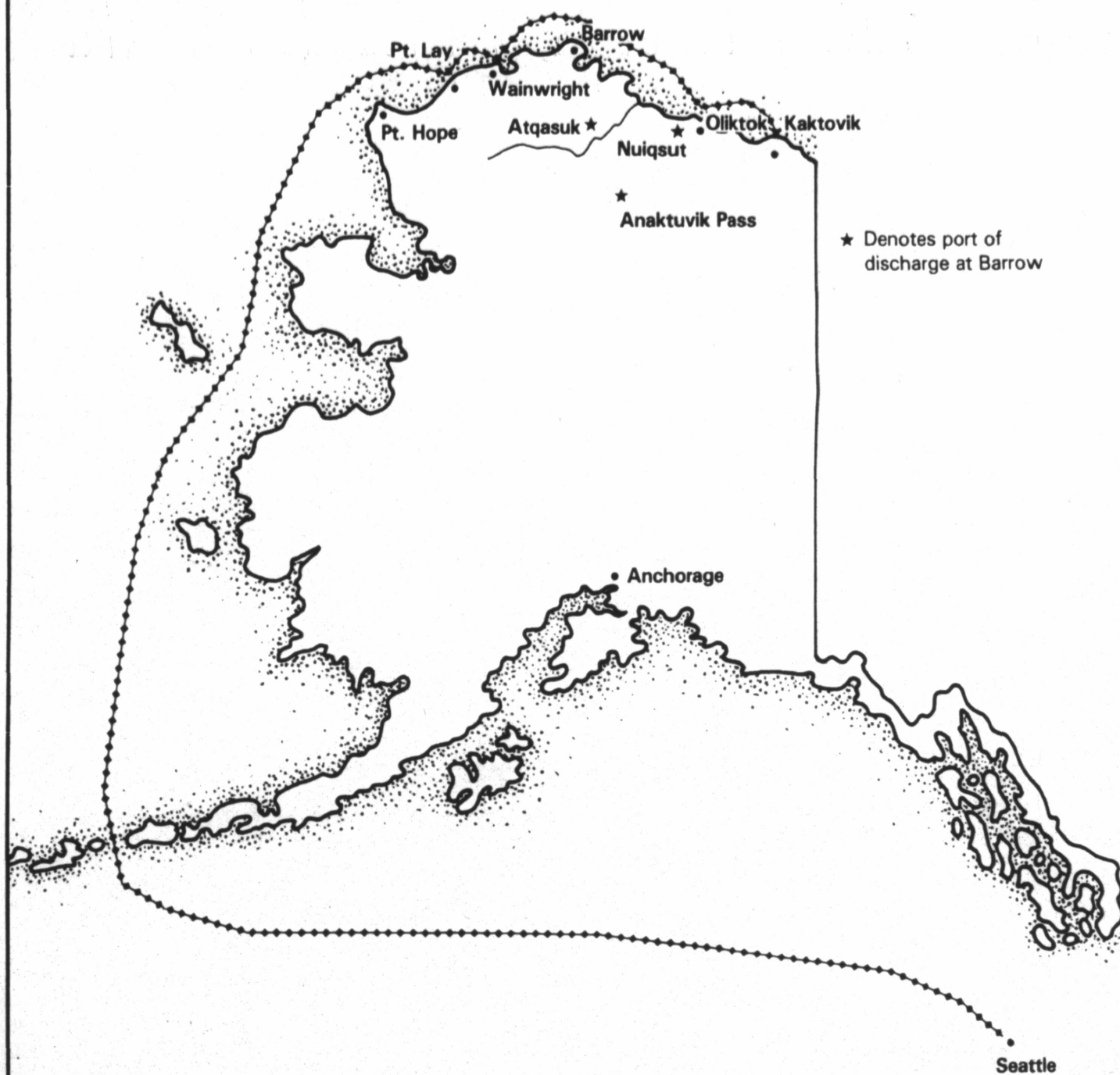
Singer treadle sewing machine, early 1900's, excellent condition, requires no electricity, sews canvas and skin, beautiful carved cabinet and ornate ironwork, extra needles, some attachments available, \$750.00 shipping included. Call Robin at 745-5975. Publish: 4/25/84, (7253)

## The Traditional Council of Shishmaref, Alaska 99772

Will be accepting proposals for the Engineering/Design of a two story 20' X 40' Skin Tannery, Skin Sewing and Ivory carving Center. Only qualified Indian Owned Organizations or Economic Enterprises will be considered for this Proposal. The service to be provided will include contracting to purchase the construction and equipment material, as well as delivery arrangements to Shishmaref, Alaska; will all of these services to be in conformance with The U.S. Department of Housing and Urban Development Regulations. Proposals will be accepted till 5 pm. of April 25, 1984. And the award may be made to the responsible offerer on whose proposal will be most advantages to the Shishmaref Traditional Council, price and other factors included. The proposed building specifications will be available upon request to: "The Traditional Council of Shishmaref; Shishmaref, Alaska 99772"; message phone (907) 649-3741. Publish: 4/25/84, (7255)

(Continued on Page Eight)

# 1984 SAILING CARGO BOOKING INFORMATION



FOR INFORMATION & BOOKING CALL:  
ANCHORAGE — (907) 561-1238  
SEATTLE — (206) 763-4524

**bowhead  
transportation  
company**

4773 Anchorage Business Park Blvd.  
Anchorage, Alaska 99503  
A Subsidiary of Ukpeagvik Inupiat Corp.

## Sailing dates:

Point Lay, Kaktovik July 2nd  
All other ports July 10th

## Delivery cut off dates:

Point Lay, Kaktovik June 25th  
All other ports June 27th

## Deliver LCL shipments to:

Alaska Terminals  
410 S. Front St.  
Seattle, Wash.

## Deliver bulk and oversized cargo to:

Terminal 105  
4260 W. Marginal Way S.W.  
Seattle, Wash.

**MOVING UP!**

We've moved!  
Now upstairs  
across from the new  
Convention Center

Alaska's largest  
selection of classical  
tapes & records

fifth avenue  
records  
530 west 5th  
anchorage  
alaska  
99501

276-5324