



**Alaska Housing Market Council**  
**2600 Cordova, Suite 211**  
**Anchorage, Alaska 99503**  
**(907) 563-3325**

## Notice of Housing Policy Development Committee Meeting

The Alaska Housing Market Council's Housing Policy Development Committee will meet Friday, November 17 to finalize action recommendations on housing issues.

The recommendations will be part of a state housing policy report, to be forwarded to Governor Cowper and the Legislature in January, 1990.

### Full Committee Meeting

**Date:** Friday, November 17, 1989  
 9:00 a.m. to 5:00 p.m.

**Place:** Clarion Hotel, Denali Room  
 4800 Spenard Road  
 Anchorage, Alaska

**Public Testimony:** 1:30 p.m.

The public testimony portion of the meeting will be teleconferenced to Fairbanks and Juneau.

**Fairbanks site:** City Hall Annex, Attorney's Conference Room (2nd Floor)  
 620 5th Ave.

**Juneau site:** Department of Commerce, Conference Room 9th Floor,  
 State Office Building

Other sites wishing to participate in the public testimony portion of the meeting, call the Alaska Housing Market Council, 563-3325, as soon as possible.

## Classified

Old letters, postmarks, postcards and related material wanted by private collector of Alaska Postal History. Prefer material before 1900 but will consider any offer, any quantity. Please send information or inquiries to Alaska Postal History, PO Box 1209, 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

### Executive Director

For Alaska's leading child and family non-profit agency. (Located in Anchorage an urban center of 200,000 people). Annually serving over 7,000 individuals with a budget of approximately \$1.3 million and a staff of 35 plus over 100 volunteers. Services include counseling, parent education and support, crisis nursery and professional training. Graduate degree and 5 years experience administering human service programs required. An EOE. Resumes to:

Ms. Alicia Iden, Board Chair  
 Anchorage Center for Families  
 3745 Community Park Loop, #102  
 Anchorage, Alaska 99508

Publish: 11/6, 13/89(2213)c

### President Position

Kikitagruk Inupiat Corporation (KIC), the village corporation of Kotzebue is currently seeking qualified applicants for the position of President.

KIC was formed under the Alaska Native Claims Settlement Act and have assets in excess of seven-million dollars.

The President will be working under the direction of a nine member board and be responsible for and not limited to, property management in apartments, office rental, and real estate; sand and gravel operation; investments in securities; and oversight of Kotzebue Development Corporation (KDC) which operates two retail stores.

Salary D.O.E.

Applicants should submit resume's no later than November 30, 1989 to:

Presidential Search Committee  
 Kikitagruk Inupiat Corporation  
 P.O. Box 1050  
 Kotzebue, Alaska 99752  
 (907) 442-3165

Publish: 11/13/89(2245)c

### JOB OPENING

**POSITION:** President — Alaska Federation of Natives, Inc.

**DUTIES:** Serves at the pleasure of the 35-member AFN Board and is directly responsible for carrying out the policies and directives of the Board and the Annual Convention. Is the chief spokesperson for the organization, prepares and presents testimony before state and federal officials. Required to speak on behalf of AFN before urban and rural groups on a wide range of subjects (education, land, legislation, social issues, etc.) Responsible for hiring and supervising staff. Is directly responsible for the office budget including administration of federal and state contracts. Position requires considerable travel.

**MINIMUM QUALIFICATION:** High School graduate, college degree preferred. Good written and verbal communications skills. Must be able to work independently and with groups having diverse interests. Problem-solving skills desired. Must have knowledge of the Alaska Native Claims Settlement Act and its amendments, Alaska Native organizations and current statewide, regional and village issues. Hiring Preference will be given to Alaska Natives.

**SALARY:** DOE

**DEADLINE FOR APPLICATION:** November 17, 1989.

Letters of interest accompanied by resumes may be sent to AFN, 411 W. 4th Avenue — Suite 301, Anchorage AK 99501.

Publish: 11/6, 13/89(2193)c

**TITLE:** Researcher/Author — Constitutional Development

**EMPLOYER:** Association of Village Council Presidents (AVCP)

### DUTIES:

Researcher/Author shall work under the supervision of the Project Manager and shall perform the following duties:

1. Research, Compile and record for future references method of governance for the traditional Yup'ik village, regional method of governance involving more than one village or a grouping of villages.
2. Research, compile western forms of governance including but not limited to cities, municipalities, counties, boroughs, state and federal forms of governments and record for future references.
3. Research, compile Lower 48 Tribal forms of governments, record for future references.
4. Consult with Project Manager for initial draft of proposed Regional Constitution for review by the Constitutional Committee.
5. Perform other related duties as instructed by the Project Manager.

### QUALIFICATIONS:

Incumbent shall have the following qualifications:

1. Ability to perform research on various forms of governance and be able to perform initial drafts for review by Project Manager and the Committee.
2. Ability to communicate in Yup'ik and English.
3. Ability to perform duties and tasks independently but following the instructions by the Project Manager on tasks to be completed.

### LENGTH OF EMPLOYMENT:

Performance of duties will be executed upon approval of the grant November and end in February, 1990.

**COMPENSATION:** Negotiable.

### INDIAN PREFERENCE:

AVCP is a contract service provider for the Bureau of Indian Affairs to its member villages under Public Law 93-638. Accordingly, Indian Preference shall be exercised per Section 7(b) of P.L. 93-638 in the hiring of the researcher/author.

**Send Resumes to:**  
 Myron P. Naneng, Vice-President  
 Association of Village Council Presidents  
 Pouch 219  
 Bethel, Alaska 99559

Publish: 11/6, 13/89(2194)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 & Fortune 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

### RECRUITMENT NOTICE

**JOB TITLE:** Executive Director

**SALARY:** DOE

**DUTY STATION:** Dillingham

The individual selected would serve as the full time executive officer for a regional non-profit human service organization serving the residents of the Bristol Bay Region of Alaska. For more information on the job duties, desired qualifications, and application criteria contact:

Bristol Bay Native Association  
 P.O. Box 310  
 Dillingham, AK 99576



Telephone: (907) 842-5257

Closing date for applications is December 1, 1989.

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### 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 responses 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.

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### YUKON-KUSKOKWIM HEALTH CORPORATION CAREER OPPORTUNITIES

**DIRECTOR OF ADMINISTRATION** to be responsible to the Executive Director for planning, coordinating, implementing and monitoring the day to day operational activities of YKHC programs, support services, and physical plant. Assures consistent and equitable application of YKHC policies and procedures, including resolution of grievances. Salary DOE plus liberal fringe benefits. **QUALIFICATIONS:** BA/BS Degree from an accredited college or university with a major in Business Administration, Public Administration, Health Administration, or other related field plus two (2) years work experience in Business or Public Health Administration; OR AA/AS Degree from an accredited college or university plus six (6) years work experience in Business or Public Health Administration. Experience in a cross-cultural & rural setting preferred. Alaska Indian or Native preference in hiring under P.L. 93-638. Apply by November 17, 1989.

**DEPUTY DIRECTOR FOR INTERAGENCY AFFAIRS** to be responsible to the Executive Director for legislative issues, legal concerns, grants and contracts, public relations, planning, and relations with external agencies. These functions are provided directly and through subordinate staff. Salary DOE plus liberal fringe benefits. **QUALIFICATIONS:** 1. Masters Degree in health planning and three (3) years in at least two of the following areas — grant writing, planning, and community relations, OR 2. Four (4) years experience in related work may be substituted for Masters Degree.. 3. Ability to write concisely and precisely; relate and communicate effectively with private, local, State and Federal agency personnel; and establish and maintain good working relationships. 4. Cross cultural and rural experience preferred. Alaska Indian or Native preference in hiring under P.L. 93-638. Apply by November 17, 1989.

Anyone interested in applying for the above positions, please submit 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: 11/6, 13/89(2215)c

**TITLE:** Project Manager — Constitutional Development

**EMPLOYER:** Association of Village Council Presidents

### DUTIES:

Project Manager will work under a performance based contract or the Constitutional Committee of AVCP. The incumbent will supervise the constitutional Committee staff and in general control scheduling and costs for the project. He shall periodically consult with the President of AVCP to review overall project activities including but not limited to project schedule and budget matters.

**QUALIFICATIONS:** Incumbent will have the following qualifications:

1. Ability to supervise and control project personnel.
2. Knowledgeable of AVCP/Callista Region in terms of:
  - a. Traditional Yup'ik Culture — values and norms and traditional forms of governance.
  - b. Village, Tribal, State and Federal government infrastructures.
  - c. Village, subregional and regional organizational existing infrastructures.
3. Ability to speak Yup'ik and English.

### LENGTH OF CONTRACT:

Performance Contract will be executed upon approval of grant November 1989 and end in February, 1990.

**COMPENSATION:** Negotiable.

**INDIAN PREFERENCE:**

AVCP is a contract service provider for the Bureau of Indian Affairs to its member villages under Public Law 93-638. Accordingly, Indian preference shall be exercised per Section 7(b) of Indian Self-Determination and Educational Act in the hiring of the Project Manager for this project.

### Send Resume To:

Myron P. Naneng, Vice-President  
 Association of Village Council Presidents  
 Pouch 219  
 Bethel, Alaska 99559

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### 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)

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**TITLE:** Contracts & Grants Specialist

**DEPT:** AVCP Administration

### Duties and Responsibilities:

Develops funding proposals for AVCP. Reviews grant proposals to assure 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

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