

HELP WANTED

POSITION VACANCY
Boat Building Instructor
Kawerak, Inc., Fisheries Technician
Training Program
RESPONSIBILITIES:

1. Develop materials list for 25 boats, order same and arrange for shipment to Unalakleet.
2. Develop course curriculum for boat building program, prepare and order course materials.
3. Train 25 students, for six months, boat building and maintenance.

4. Throughout the training program, as needed provide supportive counseling to students with educational, cultural, family of financial problems.

5. As required, evaluate each student's progress.
6. Provide progress reports to the Project Manager, Advisory Committee and the Kawerak, Inc., Board of Directors.

QUALIFICATIONS:
Must have a degree in the construction and maintenance of commercial fishing vessels constructed of aluminum, fiberglass, wood or fiberglass and wood.

Must have experience in equipping vessels for commercial fishing up to: 32 ft.

Must have some instructors experience, at least 1 year.

Must have commercial fishing experience and possess a fishing permit.

SALARY: \$3,500 per month + fringe. This is a 3-year project and the successful applicant will be employed through October 1, May 15, of each year.

To apply send resume to:

Project Manager, Fisheries Department

Kawerak, Inc.,

P.O. Box 948

Nome, AK 99562

Publish 8/31, 9/07, 9/14/81

TUNDRA TIMES REPORTER POSITION OPENING

The Tundra Times is accepting applications for a news reporter with 2 years experience or more & knowledge of Native Customs and affairs preferable.

Send resume to the Attention of the Editor, TUNDRA TIMES, 639 "Y" Street, Anchorage, AK 99501.

Publish: 8/17, 8/24, 8/31, 9/7/81

EXECUTIVE DIRECTOR

Chief Executive Officer needed for statewide, non-profit, anti-poverty agency. Responsible to 27 member Board of Directors, management of all agency activities in areas of natural resources and sustainable culture, energy, alcoholism and child development. Directly supervises activities of Deputy Director and 10 staff. Represents agency before variety of legislative and administrative bodies, coordinates with other agencies as needed.

Minimum qualifications include: B.A.S. degree in appropriate discipline, no fewer than 5 years experience in designing and administering programs on behalf of disadvantaged persons, including community organizing and advocacy; education may be substituted for experience on a year for year basis. Demonstrated sensitivity to social, economic, and cultural status of Alaska residents; knowledge of rural organizations and governmental programs affecting rural communities; must be willing to travel frequently (up to 40% time).

Salary range \$40,000-\$45,000 DOE.

Reply with complete professional resume. Must be received by 5:00 p.m., Tuesday, September 15, 1981 to:

Alaska Community Action Council, Inc.

327 East Street

Anchorage, AK 99501

AA/EEG Employer

Publish: 8/26, 9/2, 9/9/81

ALASKA FARM MAGAZINE (monthly)

State-wide Ag News and Voice for Agriculture

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Mail to: ALASKA FARM MAGAZINE, Box 1049,

Delta Junction, Alaska 99737.

LEGISLATIVE INFORMATION OFFICER
Full Time

The Legislative Affairs Agency is presently recruiting for a person to start legislative information office in Barrow. The staff person will normally work eight hours a day as the sole representative of the office in Barrow. The legislative session, when additional help may be hired. Some travel to Anchorage will be expected for orientation and training prior to office opening. Persons applying should have the following qualifications:

1. Political awareness without being an active member of any political party.
2. Some knowledge of computer terminals.
3. Experience in operating a single person office.
4. Knowledge of the legislative process.
5. Ability to meet and converse cheerfully with the public.
6. Organizational ability for legislative hearings.

Persons interested in applying should forward a current resume or state employment application form to:

Legislative Affairs Agency
Division of Public Services
1024 West Sixth Avenue
Anchorage, Alaska 99501

Publish: 8/26, 9/02, 9/09, 9/16/81

Position: City Manager

Location: Mtn. Village, AK 99632

Responsibilities: Must be able to work with City Council. Establish a sound management system in Fiscal, Personnel, and Planning.

Individual must have knowledge in Budgeting, Federal and State contracts and Grants, Planning and be able to work with both Council and Funding Sources. Person must be able to report to Federal/State and work on timely basis. Establish proper operation and Maintenance procedures for City owned properties and Sewer System equipment.

Must be able to write and negotiate construction and Lease contracts.

Having knowledge in Proposal writing is preferred.

Qualifications:
At least High School Education or G.E.D. Degree in Office Type management is preferred. Or must have Four years experience in Office Work.

Salary: Negotiable

Contact: Alvin Ivanoff or Paul Beans
Phone 591-2929

City Council

Mtn. Village, AK 99632

Publish: 8/17, 8/24, 8/31, 9/07/81

Two full-time, temporary teachers in mathematics for Spring 82 semester, no fewer than 18-May 1, 1981. Master's degree in mathematics or a closely related discipline is required. Must be able to teach combination of graduate and undergraduate coursework at least equivalent to a major in math at the bachelors level. Demonstrated ability to teach community college level math courses is highly desirable. A combination of lower division math coursework and mathematics experience to perform other duties as assigned. Application Procedure: Submit letter of application, comprehensive resume, copies of all transcripts and three letters of recommendation to: Robert Spurr, Director of Math/Natural Sciences - Anchorage Community College, 2533 Progress Ave., Anchorage, AK 99504, closing date: September 30, 1981. AEC is an Affirmative Action/Equal Opportunity Employer.

Publish: 8/26, 9/2/81

STATE OF ALASKA

LEGISLATIVE AFFAIRS AGENCY

DIVISION OF PUBLIC SERVICES

Position: Coordinator for Legislative Information

Location: Juneau, Alaska

Responsible for operation and management of statewide audio/video teleconference system.

Responsible for telephone and satellite services. Ability to troubleshoot long distance lines carrier, telephone entities and telephone equipment vendors.

Responsible for scheduling of legislators. Knowledge of legislative process and protocols desirable. Coordinator works with variety of telephone users: Legislative, other state agencies, non-profit organizations.

Excellent organizational skills mandatory. Knowledge of budget development necessary. Coordinator must be able to work under stressful conditions and meet the public with patience and poise. Position will involve evening and weekend work. Some travel necessary. Position has political restrictions on hiring legislative affairs agency policy.

Salary: D.O.E.

Recruitment closed: September 30, 1981.

Submit detailed resume to:

Charity B. Kadow
Director, Public Services
1024 W 6th Avenue
Anchorage Alaska 99501
907-274-4518

Publish: 8/26 - 9/30/81

OMBUDSMAN ASSISTANT ANCHORAGE

The Office of the Ombudsman is accepting applications for the positions of Ombudsman Assistant I and II. The staff person will normally perform the duties of the Ombudsman assistant including, general interviewing, handling complaints, handling declines and assists, collecting information and making additional referrals. The state agency personnel to ascertain agency policy, analysis of regulations and resolutions of social service agencies, resolution of cases, and the preparation of recommendations concerning the resolution of complaints. The persons appointed are expected to maintain a significant caseload (including previously-initiated and new complaints) under conditions of limited time and resources.

A person interested in the position should present a resume or application to the Anchorage Office by September 11, 1981. The resume of application should provide evidence of the applicant's initiative, research and analytic skills, an understanding of state regulatory and administrative procedures, and a familiarity with the programs of state agencies. The writing sample should give evidence of the applicant's ability to describe information and data, and to report and research the results of investigations and research performed.

The positions are exempt, not paid the state civil service. The salary is \$2455 - \$2837/month, with additional fringe benefits provided. The applicants appointed should be prepared to begin work no later than September 14, 1981. Resumes may mail or deliver detailed resumes or applications and writing samples to: 840 "K" Street, Anchorage, Alaska 99501

The Office of the Ombudsman is an Equal Opportunity Employer

Publish: 8/26, 9/2/81

POSITION: Accountant for Village Management Association

DUTIES: Provide accounting and bookkeeping services to 14 village corporations in the Bering Strait Region by developing standard accounting and fiscal management procedures for the village corporations.

Coordinating Annual Audits. Providing in village follow-up direction for village accounting staff.

Work cooperatively with ANMC, Alaska, village Foundation and Kawerak to develop long range Village Management Plans. Options including Cost Sharing, Joint Ventures and Mergers.

REQUIREMENTS: Degree in Business Administration, 1 year experience in accounting and 2 years experience in accounting and banking. Ability to present and explain financial information to village corporations. Ability to travel extensively to villages in the Bering Strait Region.

SALARY: \$30,000 + DOE, Excellent Fringe Package.

If you are interested send your application to: Deputy Director, P.O. Box 948, Nome, Alaska 99561.

John Tetton, Director/Equal Opportunity Employer.

Publish: 8/31, 9/07/81

ADMINISTRATIVE ASSISTANT

At the Institute of Alaska Native Arts, Inc., a statewide non-profit Native Arts programming and service organization. Requirements: type 90 wpm, job duties include accounts and record financial records, take and prepare minutes for meetings, process payroll, assist Executive Director, Program Director, and Administrative Director. Knowledge of Native Arts, non-profit corporations, and working with Boards of Directors required. Salary \$17,400 - \$19,200 DOE. Application deadline Sept. 9, 1981. Call for appointment at 479-4371.

Publish: 8/31, 9/07/81

Vice President position in Kotzebue for the village corporation of Kikiktoqut Inupiat Corporation (KIC).

Responsible to the President, operations and administrative management of all administrative services, office building, and other duties required. KIC prefers strong background in business and maintenance administration. Salary D.O.E.

Send resume to Albert P. Adams, Director of Kotzebue Village Corporation, Box 333, Kotzebue, AK 99503, with deadline September 30, 1981, 4:30 p.m.

Publish: 8/31, 9/7, 9/14, 9/21/81

EXECUTIVE DIRECTOR, COUNCIL OF Tlingit and Haida Tribes of ALASKA. Responsible to and reports directly to the President and the Executive Committee. Responsible for supervising, conducting and managing overall administrative

and program functions of the Tribal Council. Council to ensure that the mission of the Central Council is accomplished. Areas of responsibility include:

1. Development and maintenance of sound organizational structure, management methods and procedures, and effective use of personnel, funds and materials.
2. Acquisition and disposal of real and personal property.
3. Negotiating and entering into contracts with public and private entities, and securing pertinent information on loan procedures; securing funding to carry out the Tribal Council's mission.
4. Contracting of lawyers, consultants and other technical advisors to ensure legality and credibility of all actions of the Central Council.
5. Advising the President and Executive Committee on authorization, investment and reinvestment of funds on deposit in the Treasury of the United States in the Central Council.
6. Consultation with any and all persons, officers and entities, and private individuals concerning all matters affecting the interests of the Tlingit and Haida Indian Tribes of Alaska.
7. Advises President of the Council of the authority of subordinate groups or entities to perform governmental or proprietary functions for the Council.
8. Other duties as may be assigned by the President, or as time and circumstances dictate.

MUST BE ABLE to demonstrate adequate background experience in administrative and program management. Must have knowledge of budget development and monitoring necessary. Knowledge of Alaska tribal laws Settlement Act, Self-Determination Act, Federal Indian relationships and State of Alaska desirable.

SALARY: \$43,221.

APPLICATIONS TO BE ACCEPTED THROUGH SEPTEMBER 30, 1981.

DIRECTED TO: John Hope, President

Central Council

Tlingit & Haida Indian Tribes of Alaska

One Salsaka Plaza, Suite 200

Juneau, AK 99801

Publish: 8/31, 9/7, 9/14, 9/21/81

POSITION ANNOUNCEMENT

EMPLOYER: Yukon-Kuskokwim Health Corporation

DEPARTMENT: Eye Care

POSITION: Eye Care Assistant

PURPOSE: Assisting optometrist and eye care technician with daily testing procedures, frame repairs, ordering and adjustment of frames and frame repair; contact lens polishing, instructing patients with contact lenses. Clerical duties: Medicaid billing, making appointments and telephone calls; filing and bookkeeping. Will be required to make 10 field trips per year to villages.

REQUIREMENTS: Must have high school diploma or GED equivalent. Experience in training as optometrist or optometric assistant preferred, but not necessary. Bilingual Yupik/Kutchikan preferred.

SALARY: \$17,433-20,772/Annum (\$26-31.95/Hour) DOE, plus liberal fringe benefits.

APPLICATIONS WILL BE RECEIVED THROUGH September 1, 1981.

CONTACT PERSONS: Dr. Demaske or Dr. Taylor or 543-3711, ext. 185

YKHC-Personnel

P.O. Box 528

Bethel, Alaska 99559

THE YUKON-KUSKOKWIM HEALTH CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

Publish: 8/31, 9/07/81

EMPLOYER: Yukon-Kuskokwim Health Corporation

DEPARTMENT: Emergency Medical Services

TITLE: Director

PURPOSE: To assure an optimum Emergency Medical Services, designed to meet the needs of the people of the Yukon-Kuskokwim Delta Region.

QUALIFICATIONS: MUST HAVE some type of medical background, P.A., Paramedic, or EMT.

EMT - (prefer Bachelor's Degree in a Related field-experience in the system, and knowledge of some management or supervisory knowledge and experience; strong knowledge and experience with budget management; understanding of grants and proposals.

Must know the EMS system, and communicate and work effectively with the agencies; good organization skills; willingness and ability to travel an average of one week per month to the villages and other parts of the state; and some cross-cultural understanding, preferably Yupik, Bilingual - Yupik/English preferred.

SALARY: \$26,520-29,232/Annum (\$42.50-48.99/Hr) DOE, plus liberal FRINGE BENEFITS.

APPLICATIONS WILL BE RECEIVED THROUGH September 11, 1981.

CONTACT PERSONS: Sue Ash or Mary Warner or 543-3321.

YKHC

P.O. Box 528

Bethel, Alaska 99559

THE YUKON-KUSKOKWIM HEALTH CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

Publish: 8/31, 9/07/81

POSITION ANNOUNCEMENT

EMPLOYER: Yukon-Kuskokwim Health Corporation

DEPARTMENT: Mental Health

TITLE: Outreach Mental Health Worker

PURPOSE: To work in Bethel and surrounding villages to provide assistance to individual families and individuals, such as the Court Systems, Schools, Leisure Time Centers in the area of Mental Health.

QUALIFICATIONS: Have prior training and experience in identification, assessment, and referral; counseling skills; and ability to communicate in Yupik.

SALARY: \$18,000-20,722/Annum (\$23.10-65/Hour) plus liberal fringe benefits.

APPLICATIONS WILL BE ACCEPTED THROUGH September 11, 1981.

CONTACT: Jeff Friedman at 543-3321 or Daniel Bill at 543-3682

YKHC Personnel

P.O. Box 528

Bethel, AK, 99559

THE YUKON-KUSKOKWIM HEALTH CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

Publish: 8/31, 9/07/81

DIRECTOR

Indian/Polynesian Housing Authority

Responsible for implementing and managing housing and community development for the Kotikak and City of Kodiak (population 11,000).

Experience in PHA Administration and Native American Culture. Small plans travel required.

Contact: Tom Azumbarro, Kodiak office, 1000 Broadway, Box 100, Kodiak, Alaska 99615.

Phone 486-5721.

Publish: 8/31/81

RAVEN POND JELLIES

Need to establish connection with village corporations for supplying of berries. Interested corporations, please contact:

Phil Richardson, Manager

RAVEN POND JELLIES

4140 Old Seward Highway

Anchorage, Alaska 99505

Publish: 8/31, 9/7, 9/14, 9/21

FOR SALE

Ozarks, 20 acres half pasture, good hay, 100 ft. x 100 ft. Willow Springs, Mo. on blacktop. Good improvements, well, 2 springs. 50% down. Finance \$55,000 10% interest. Phone 417-469-2189.

Publish: 8/31, 9/7, 9/14,

4 bedrooms, 2500 sq. ft. - 2 baths - Utilities - Sauna - swimming pool - steelhead tank in front door - mid climate - fireplace - ideal retreat for "snowbirds" during winter months - five minutes from community shopping of staples - 30 minutes from Pacific Ocean - one hour from Eugene (major shopping center). Details and photos upon request. Phone 503-268-4422. Western Oregon, \$12,000.00. Call for details. \$18,000.00. Furnished. Caretaker provided.

Publish: 8/17, 8/24, 8/31/81

1975 Cessna 180, 1443 Tt, 300 ACH, 100 lbs. On new prop. 6 seats, 1000 ft. Altitude, 1000 annual use. Must be seen. FAR Part 135. Kenai Air Alaska, 907/283-7561.

FOR SALE

JEEPS, CARS, PICKUPS

from \$35. Available at local Govt Auction. Direct from Surplus Data Center 415-330-7800.

Publish: 8/24, 8/31, 9/7, 9/14/81

PUBLIC NOTICES

STATE OF ALASKA

PUBLIC NOTICE

Operation & maintenance of village sanitation systems along the lower Yukon River has been a long-standing problem. To correct these difficulties, a regional maintenance center will be set up in St. Mary's, Alaska, to assist 10 nearby communities with their sanitation systems, solid waste facilities. The program will focus on a remote maintenance center, which will provide regularity to these communities and assist them with operating and main-