

Gwich'in Steering Committee

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*"In no case may a people be deprived
Of their own means of subsistence,"
International Covenants on Human Rights*

September 30, 2020

- **Position Title: Outreach Coordinator**
- **Supervisor: Executive Director**
- **Position Status: Part time , Non-exempt**
- **Position open until filled; the first review of applications will take place on October 15, 2020**
- **To apply, e-mail a cover letter, resume, and three professional references to betty@gwichinsteering.com**

General description of position:

The Outreach Coordinator is responsible for outreaching and keeping communities updated, as well as the social media

Knowledge, Skills, and Abilities Required:

- In-depth understanding of the Gwich'in Steering Committee fight to protect their way of life and the Arctic National Wildlife Refuge and commitment to this work.
- Courtesy and diplomacy in all communications.
- Proven ability in public speaking and educating partners.
- Proficiency with Microsoft Office Suite—Word, Excel, Outlook, PowerPoint.
- Demonstrated effective time management skills.
- Proactive approach to problem-solving.
- Excellent verbal and written communications skills.
- Ability to work both independently and in a collaborative, team-based environment.
- Humility, good humor, and ability to foster and work within an environment of kindness and respect.

Education and Experience Preferred:

- High school diploma.

Working Conditions:

- 30-hour work week, with possible occasional paid overtime.

Primary Tasks and Areas of Responsibility:

- Contact Gwich'in Nation villages and build relationships with local partners.
- Set up training for Gwich'in People to be ambassadors to others about the Gwich'in way of life.
- Make fliers, and new material.
- Contact elders and leaders and record stories to share.
- Travel to Washington, D.C. with the Executive Director to meet with congressional allies about legislation and Gwich'in issues.
- Provide general support to the Executive Director, and other duties as assigned.
- Maintain Confidentiality
- Punctuality is a must