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