

Opening Date:	November 27, 2017	Closing Date:	Until Filled
Position:	<u>Communications Specialist</u>	Reports to:	Vice President of Administration
Salary/Wage:	Grade 16: \$38.22 - \$42.20/hr DOE	Department:	Administration
Hours:	Monday – Friday; 8:30 a.m. – 5p.m.	Location:	ASNA

Brief Summary:

The communications specialist should have experience in writing, editing, strategic communication and website management. They should also be able to provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desired Knowledge, Skills and Abilities:

Excellent communication skills, including writing, proof reading skills, and speaking.

Ability to manage multiple projects and work assignments from a variety of staff and volunteers.

Excellent interpersonal skills both in person and by phone, with high professionalism.

Ability to accomplish projects with little supervision.

Accurately complete tasks in a timely manner. Identify and resolve problems in a timely manner.

Ensure patient/client confidentiality at all times.

Education and Experience

Associate's Degree (AA) or equivalent from a two-year college or technical school.

At least two years of related experience in the communication field involving writing, grammar, and editing; *or* equivalent combination of education and experience.

Prior experience with coordinating and hosting events.

Bachelor's degree in Communication, Business, or related preferred.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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