

Opening Date:	August 30, 2019	Closing Date:	Until Filled
Position:	<b><u>Communications Specialist</u></b>	Reports to:	Vice President of Administration
Salary/Wage:	Grade 16; \$38.99 - \$43.05/HR DOE	Department:	Administration
Hours:	Monday – Friday; 8:30am – 5:00pm	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.

### **Essential Job Functions**

- Organize program, meetings, and activities that educate employees or the public about a variety of health-related topics and give them access to resources to achieve a healthy lifestyle.
- Ability to write informative status reports to stakeholders and board of directors.
- Appropriately and effectively, communicate as an interface to employees and media representatives.
- Able to assist in writing effective press releases and distribute them to television and radio stations, websites and newspapers as needed.
- Work with vice president of administration to manage communication budgets.
- Write and edit online and or social media articles/posts for the websites and newsletters, including regularly updating web content, including job vacancies, local calendar events, and recent news.
- Participate in the writing of speeches for senior leadership, arrange interviews and coordinate in-house communication courses for employees.
- Able to assist various departments with creating or editing brochures, flyers, advertisements.
- Manage organizational branding and communication products, including business cards, letterhead, etc.
- Work with vice president of administration to produce and finalize content for yearly annual report.
- Work with vice president of administration to manage and coordinate ASNA events and logistics.
- Aggressively gather and share information on each project to achieve quality event productions.
- Conduct research and find resources to help staff make decisions about event possibilities.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and clean up for events as necessary.
- Assist with preparing budgets and provide periodic progress reports to staff directors for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Coordinate appointments and scheduling of events on the calendar.
- Produce monthly report to vice president of administration by compiling website usage statistics with Google Analytics.
- Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision

### **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 1232 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217  
[applications@arcticslope.org](mailto:applications@arcticslope.org)

*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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