

**Norton Sound Economic Development Corporation
Job Description**

Job Title: Community Liaison

Department: Community Benefits	Duty Station: In-Region
Supervisor: Community Development Coordinator	Type of Position: Regular/Part time
Supervisory: No	Eligible for Benefits: Yes (Part Time)
Grade: 2	FLSA: Non-Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,500 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

NSEDC Community Outreach Liaisons give NSEDC a presence in member communities that do not have a NSEDC office. Liaisons are responsible for the distribution of announcements, information and applications related to NSEDC programs and opportunities. Liaisons are expected to maintain a NSEDC-owned informational bulletin board with items provided by NSEDC on a regular basis. Liaisons are also expected to be available at regularly set times and locations to answer general questions about NSEDC programs and to provide applications and information as needed. Liaisons will also assist with other duties as the need arises, including facilitating visits and meetings by NSEDC staff or helping with other NSEDC-related business in their community.

Supervision Received:

The position receives supervision from the Community Development Coordinator who monitors work performance and gives work direction. The position functions with limited supervision.

Essential Job Functions and Responsibilities:

- Maintain NSEDC's informational bulletin board with announcements, applications and other information provided by NSEDC staff.
- Be available at a regularly scheduled time and location on a weekly basis to answer general questions about NSEDC and provide information and applications as requested.
- Relay questions and requests for information to the appropriate NSEDC staff.
- Provide applications for NSEDC programs such as education, employment and training and Community Benefit grant programs to community members as needed.

- Respond to general questions about NSEDC and its programs, using standards developed by the Community Benefits Department
- Assist with NSEDC efforts in the community, including arranging meeting times/locations for NSEDC staff visits and facilitating other NSEDC business in the community
- Provide additional verbal or written reports if requested.
- Attend community meetings as requested by the Community Development Coordinator
- Other duties as assigned

Qualifications:

High School Diploma or equivalent is required and at least 6 months of applicable work experience is also required. Resident of the community preferred.

Required Supervisory Experience:

N/A

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of customer services concepts and practices
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others

Physical Requirements

- Use hands and arms to operate office or clinical equipment
- View electronic monitors for periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

Working Conditions

Work is conducted in a standard office environment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____