

Norton Sound Economic Development Corporation
Job Description

Job Title: Communications Director

Department: Administration
Supervisor: President & CEO
Supervisory: No
Grade: 12

Duty Station: Anchorage/Nome/Unalakleet
Type of Position: Regular, Full-time
Eligible for Benefits: Yes
FLSA: Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 9,200 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:

The Communications Director will be responsible for the coordination and management of corporate internal and external communications and the dissemination of information regarding NSEDC and the CDQ Program on NSEDC's behalf.

Supervision Received:

The position receives supervision from the President & CEO who monitors work performance and gives work direction. The position functions with general independence.

Essential Job Functions and Responsibilities:

- Work closely with management and staff to develop and communicate NSEDC and program priorities in member communities through the development of effective outreach materials, event planning and promotion, networking and coalition-building.
- Coordination and management of the production of corporate annual reports, corporate newsletters (four to five editions annually) and other informational publications sent to member communities.
- Production of news releases and announcements to be sent to appropriate media and stakeholders to communicate the company's programs, opportunities, successes and developments.
- Work closely with management on development and production of letters, memos, announcements for both internal and external communications.
- When applicable, work with the other regional and CDQ entities in the preparation of joint outreach materials involving the company.
- Prepare and coordinate regulatory reports such as the Decennial Review.

- Work with other staff to train in communication skills and to bring awareness of the corporation's communications strategy.
- Maintain and update the company's communication channels, including social media, print media and the company website.
- Development of promotional and informational materials for NSSP, Siu, events and programs.
- Other duties as assigned

Qualifications:

A Bachelor's Degree in Journalism, Communications or a related field and at least 4 years applicable work experience is required. Competency with and knowledge of computer programs for web, print publication and graphic design products, such as Adobe Illustrator, Photoshop, and InDesign, or their equivalents.

A valid driver's license is required.

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
- Knowledge of privacy laws and regulations
- Knowledge of recordkeeping and filing procedures
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications
- Skill in program/project/task management

Physical Requirements

- Operate office equipment
- Sit more than half the workday
- Stand and/or walk less than half the workday
- View electronic monitors for prolonged 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
- Some travel is required (less than 25% of the time)
- Travel may be done via large or small (fewer than 16-passenger) aircraft
- Work may be conducted outside in inclement weather conditions.

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 _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.