

**Norton Sound Economic Development Corporation  
Job Description**

**Job Title: Community Benefits Specialist**

Department: Community Benefits  
Supervisor: Community Benefits Director  
Supervisory: No  
Grade: 6

Duty Station: Anchorage, AK  
Type of Position: Regular, Full-time  
Eligible for Benefits: Yes  
FLSA: Non-Exempt

**Summary of Organization:**

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 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 Community Benefits Specialist will assist the Community Benefits Department with coordination and facilitation of all Community Benefits Department programs.

**Supervision Received:**

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

**Essential Job Functions and Responsibilities:**

- Assist in the coordination and facilitation of grants and programs assigned by the Community Benefits Director and advertise program information within the Norton Sound region.
- Maintain record keeping for all department programs.
- Assist in developing annual activity plans for the Community Outreach Program.
- Special projects as assigned, including special events coordination with Administration.
- Assist in facilitating check requests and remittance letters for the Community Benefits Department.
- Process community donation requests including, but not limited to: Community Benefit Share, Board of Directors discretionary grants, Little Dribblers & Middle School Activities.
- Assist in preparing activity reports and other reports as required.
- Other duties as assigned

**Qualifications:**

High school diploma or equivalent and at least 2 years of related experience is required. Associate's degree in an applicable field is preferred. Equivalent combination of education and experience may be considered.

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 basic purchasing processes
- Knowledge of recordkeeping and filing procedures
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports
- Experience with Microsoft Word and Excel preferred
- 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 organizing, assessing and prioritizing multiple tasks, projects and demands

**Physical Requirements**

- Use hands and arms to 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.
- Overtime is required on occasion.
- Minimal travel is required (less than 10% of the time).
- Travel is done via large aircraft.
- Travel is done via small (less than 16 passenger) aircraft.

**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.*