



KIKI TAGRUK INUPIAT CORPORATION 373A Second Avenue • P.O. Box 1050 • Kotzebue, Alaska 99752
(907) 442-3165 • Fax (907) 442-2165

POSITION DESCRIPTION

Subsistence Advisors (SA)

Reports to: KIC/VP AK Ops.

Location: Kotzebue

Schedule 6:00AM – 6:00 PM

FSLA – Non –Exempt, HOURLY

3-4 days a week/ 12 hrs/day

\$DOE per hour, plus OT

OPEN UNTIL FILLED

Job Summary/Objective:

Complete daily visual survey, and weather observations, complete daily subsistence reporting (harvest and sight data). Conduct Subsistence and tradition knowledge interviews as allowable by subsistence users. Participate and attend any community meeting pertaining to subsistence activity. Participate in twice daily conference calls with client. Weekly, produce and submit required reports. On an as needed basis, the Subsistence Advisor may be tasked with special assignments by KIC, other duties may be assigned to the SA by the client to fully utilize their knowledge of the subsistence practices in the region.

The position will be the daily point of contact for Shell Anchor Retrieval Project, from 6am to 6pm seven days a week. There will be two positions, working 3-4 days per week. These positions will be from June 15th, 2016 to September 15th, 2016. The office will be located in the KIC offices, in Kotzebue.

Qualifications:

Ability to communicate with subsistence users, on a daily basis, precisely record harvest information, to compile a seasonal report. 3-5 yrs. Community knowledge of subsistence regulations and needs, knowledge of marine mammals, animals, birds, and fish harvest guides. Other duties as assigned by Supervisor. Must have excellent interpersonal skills, and the ability to work effectively and cooperatively with all level of management and staff and the public.

Basic Computer Skills, Familiar with MS Word and Outlook.

Physical demands: Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, and able to lift 40 pounds. It is Kikiktagruk Inupiat Native Corporation's business philosophy and practice to provide reasonable accommodation, according to applicable state and federal laws, to all qualified individuals with physical and mental disabilities.

KIC is an EQUAL OPPORTUNITY EMPLOYER

KIC considers all applicants for employment without regard to race, color, sex, national origin, religion, age, physical or mental disability, family responsibility, marital status, sexual orientation, political affiliation, veteran's status or any other legal protected status. Pursuant to The Alaska Native Claims Settlement Act 43 u.s.c. Sec. 1601 et. Seq., and feral contractual requirements, Kikiktagruk Inupiat Corporation, may legally grant certain preference in employment opportunities to KIC Shareholders and their Descendants. EOE/AA/M/F/D/V