

CLASSIFIED ADVERTISING

Deadline is noon Monday • (907) 443-5235 • Fax (907)443-5112 • e-mail ads@nomenugget.com

Employment

Seeking Qualified Applicants



NORTON SOUND HEALTH CORPORATION

In Nome:

Accounting: Accountant II/III \$39.52 + DOE; Accounts Payable Tech I \$25.85 + DOE; Payroll Manager \$45.40 + DOE

Administration: Chief Financial Officer – Salary + DOE; Executive Specialist III \$39.52 + DOE ; Self Governance Liaison \$56.12 + DOE; Student/Intern \$25.00 + DOE

Behavioral Health: Administrative Specialist I/II \$24.91 + DOE; Administrative Specialist Relief \$24.91 + DOE; Native Connections Project Director \$29.93 + DOE; Recovery Coach \$25.85 + DOE

Dental: Dental Assistant Trainee \$25.85 + DOE

Electronic Health Record: EHR Support Specialist \$32.31 + DOE; Population Health CMA \$32.31 + DOE

Emergency Department: Administrative Specialist II \$25.85 + DOE

Environmental Services: EVS I \$23.52 + DOE; EVS I Relief \$23.52 + DOE; Laundry Worker \$23.51 + DOE

Human Resources: File Analyst \$29.93 + DOE

In Home Support Program: Direct Care Attendant \$23.52 + DOE; Personal Care Attendant \$23.52 + DOE

Laboratory: Administrative Specialist II \$25.85 + DOE; Medical Laboratory Assistant – Uncertified \$32.31 + DOE; Medical Laboratory Technician \$39.52 + DOE

Materials Management: Material Support Technician \$25.85 + DOE

Nutrition Services: Cook \$28.32 + DOE; Cook Relief \$28.32 + DOE; Food Service Worker I/II/III \$23.52 + DOE; Food Service Worker Relief \$23.52 + DOE

Office of Environmental Health: Environmental Health Technician \$29.93 + DOE

Patient Financial Services: Health Information Technician \$24.91 + DOE; Patient Account Representative \$24.91 + DOE; Revenue Cycle Analyst \$39.98 + DOE

Patient Hostel: Guest Services Coordinator \$24.91 + DOE; Manager of Patient Hostel \$48.69 + DOE; Patient Hostel Attendant Relief \$23.52 + DOE

Patient Housing: Lead Attendant \$36.98 + DOE

Pharmacy: Pharmacy Technician I \$25.85 + DOE

Plant Operations: Maintenance Engineer I/II/III \$29.93 + DOE; Manager of Life Safety Systems \$52.27 + DOE

Primary Care: Certified Medical Assistant \$32.31 + DOE

Quality Improvement: Administrative Specialist II \$25.85 + DOE

Quyanna Care: Certified Nursing Assistant \$32.31 + DOE

Sanitation Department: Remote Maintenance Worker I \$32.31 + DOE

Security: Security Officer I \$23.52 + DOE; Security Officer I/II \$28.32 + DOE; Security Officer Relief \$23.52 + DOE

Social Services: Inupiaq Language Specialist \$25.85 + DOE

Village Facilities Management: EVS/Maintenance Traveler to Diomedes \$29.93 + DOE

WIC: Health Educator (CPA) Trainee \$24.91 + DOE

In Our Village Communities:

Direct Care Attendant: **\$23.52 + DOE**
Elim: 1 PT
Savoonga: 1 PT

Personal Care Attendant: **\$23.52 + DOE**
Brevig Mission: 1 FT
Gambell: 1 PT50
Shishmaref: 1 FT
Stebbins: 1 FT
Wales: 1 PT35

Village Based Counselor **\$25.85 + DOE**
St. Michael: 1 FT

Environmental Services Worker \$24.91 + DOE
Diomedes: 1 PT50, 1 Relief
Elim 1 PT50, 1 Relief
Gambell: 1 Relief
Golovin: 1 Relief
Koyuk: 1 Relief
Shaktoolik: 1 Relief
Stebbins: 1 Relief
Teller: 1 Relief
Wales: 1 Relief
White Mountain: 1 Relief

Maintenance Worker \$29.93 + DOE
Diomedes: 1 FT
St. Michael: 1 FT

Village Clinic Manager \$48.69 + DOE
Shishmaref: 1 FT

Certified Medical Assistant \$32.31 + DOE
Unalakleet: 1 FT

Community Health Aide Trainee \$25.85 + DOE
Brevig: 2 FT
Saint Michael: 2 PT75
Savoonga: 1 FT, 1 PT75
Shishmaref: 3 FT, 1 PT75
Stebbins: 4 FT, 1 PT75
Unalakleet: 2 PT75
Wales: 2 PT75
White Mountain: 1 PT625

Clinic Travel Specialist \$24.91 + DOE
Diomedes: 1 FT
Gambell: 1 Relief
Shishmaref: 1 Relief
Shaktoolik: 1 Relief
Unalakleet: 1 FT

Home For Sale - 212 King Place
1503 square feet
2 bedroom 1 bath unit with an attached 1 bedroom 1 bath apartment.
#350,000 - As Is

907-443-7368
www.nomesweethomes.com



\$5,000 hard to fill hiring bonus for qualified positions

For more information or an up-to-date vacancy list, go to www.NortonSoundHealth.org or contact Human Resources at (907) 443-4573

NSHC is a drug-free workplace and will apply Alaska Native/American Indian preference for hire (under PL 93-638 and Veteran Preferences). NSHC will also initiate a criminal history/background check for all positions.

Real Estate

We buy homes!



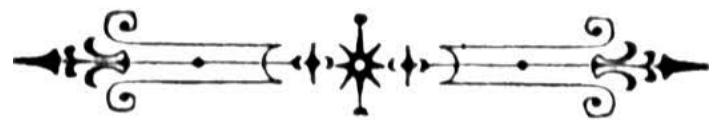
Home For Sale - 212 King Place
1503 square feet
2 bedroom 1 bath unit with an attached 1 bedroom 1 bath apartment.
#350,000 - As Is

907-443-7368
www.nomesweethomes.com



Classifieds

WANTED—Large bull muskox horn, moose/caribou antler, old ivory, Eskimo artifacts. Call Roger 304-1048 or email nomerog@hotmail.com



Court

Week ending 4/8/22
Civil
Ellen Kulukhon v. Michael Kulukhon; Domestic Violence: Short-Term
Norton Sound Economic Development Corporation v. Ronald G. Dill; Confession of Judgment (all sides agree to entry of court order-NOT domestic relations/real estate).

Small Claims
No current claims available in CourtView; start 2NO-22-0003SC

Criminal
State of Alaska v. Woodrow Male-wotukuk (11/5/68); CTN 002: Violate Conditions of Release for Misd; Date of Violation: 11/11/21; CTNs Dismissed: 001, 003-006; Any appearance or performance bond in this case is exonerated; 90 days, 90 days suspended; Restitution due, amount to be determined; No Contact: Effectively immediately, and until unconditional discharge, defendant must not enter the NEST without written permission from them; Treatment: Defendant is ordered to participate in and comply with the following treatment program: Obtain a substance abuse assessment and follow all recommendations; Probation for two (2) years; Comply with all direct court orders listed above by the deadlines stated; Obey all state, federal, and local laws and ordinances; Do not consume or possess any alcohol or illegal drugs; Any driver's license or state ID is subject to cancellation under AS 28.15.161 and AS 18.65.310; Any new license or state ID must list the AS 04.16.160 alcohol buying restriction until the restriction expires; Other: Do not return to the hospital unless for required medical treatment.

Seawall

Nome Police Department
Weekly press releases
Activities reported between 4/4/2022 – 4/8/2022


During this period there were 129 calls for service received at the Nome Police Communications Center; 14 (11%) of these calls involved alcohol. The Nome Volunteer Ambulance Department responded to 2 ambulance calls. The Nome Volunteer Fire Department responded to 0 fire calls during this period. NPd responded to no calls reporting intoxicated persons needing assistance. Nobody was remanded to AMCC as protective hold; and 0 persons remained at the hospital for medical evaluation/treatment. There was one citation given for open container in vehicle and illuminating lights requirement.

Arrests
A total of 3 arrests made with 3 (100%) alcohol related.

Tuesday, April 5, 2022
Charges: Assault in the fourth degree, Resisting and interfering arrest; Two counts Violating Conditions of Release. Name: Woodrow Kitchen. Location: Front St.
Charge: Warrant Arrest. Name: Cheryl Kavairlook. Location: Nome.

Wednesday, March 30, 2022
Charges: Driving under the influence, refusal to submit to a chemical test; reckless endangerment. Name: Jeremy Nassuk. Location: Front St.

Disclaimer: This is a record of activity. The issuance of citations or the act of arrest does not assign guilt to any identified party.



NOME JOINT UTILITY SYSTEM

NOME JOINT UTILITY SYSTEM JOB OPENINGS

Applications are being accepted for an Operator / Mechanic in the Power Generation Unit.

- OPERATOR / MECHANIC: \$38/hr plus Retirement Contribution
- APPRENTICE: 50-100% Journey Scale, DOE

NJUS intends to hire one person in this department (with a Mechanic focus) depending on interest and applications received.

Applications are being accepted for a position in the Line Department as a JOURNEYMAN LINEMAN, APPRENTICE LINEMAN or LABORER.

- JOURNEYMAN LINEMAN: \$41.62/hr + Retirement Contribution Requires a current Certificate of Fitness from the State of Alaska as a Journeyman Linesman
- APPRENTICE LINEMAN: 50-100% Journey Scale, DOE If selected, the apprentice gain experience while working under a Journeyman and will be enrolled in the IBEW Apprenticeship Program and attend classes outside of Nome for periods in Fairbanks or Anchorage.
- SEASONAL LABORER: \$27.05/hr, DOE The chosen, the Laborer will assist electrical workers as directed.

NJUS intends to hire one person in this department depending on interest and applications received.

Applications are being accepted for a position in the Water / Sewer Department as OPERATOR IN TRAINING or LABORER.

- OPERATOR-IN-TRAINING: \$29.16/hr to \$33.28/hr (DOE) plus Retirement Contribution
- LABORER (Temporary Employee): \$27.05/hr, DOE

NJUS intends to hire one person in this department depending on interest and applications received.

For a complete description of requirements for these positions, contact NJUS at (907) 443-6587. Applications are available from NJUS, City Hall, and WWW.NJUS.ORG. Completed applications should be delivered to the NJUS Administrative Office located at the old Snake River Power Plant Building, 1226 Post Road, mailed to: PO Box 70, Nome, AK 99762 or emailed to KenM@NJUS.org

NJUS is an Equal Employment Opportunity Employer. Reasonable accommodation will be made available to qualified individuals with disabilities upon request. Applications are subject to pre-employment drug screening.

These recruitments are open until filled.



Nome Eskimo Community

LEADERSHIP OPPORTUNITY: NEC EXECUTIVE DIRECTOR

NEC is seeking a team leader; we offer great benefits and competitive salary. The rate of pay is dependent on experience.

Responsibilities include:

- » Administration and management of Nome Eskimo Community Tribal operations;
- » Immediate supervision of administrative staff and program directors;
- » Overall financial management of NEC;
- » Monitoring state and federal legislation;
- » Negotiating funding agreements;
- » Working closely with the NEC Tribal Council;
- » Review and approve all personnel evaluations and meet employment needs;
- » Develop working relationship with local organizations and various entities while promoting NEC.

Salary: Depends upon experience.

The job description, and application are available on our website: www.necalaska.org

Questions? 907-443-2246 • jobs@necalaska.org

HIRING PREFERENCE: When possible, NEC extends a hiring preference for employment in accordance with section 7 (b) of Public Law 93-638.

WE ARE A DRUG FREE WORKPLACE! When required, applicants must pass a criminal history check to be considered.

Advertise in The Nome Nugget newspaper



DRIFTING — Snow drifts across the Nome-Council Highway at Fort Davis roadhouse.

Photo by Nils Hahn

Legals

PUBLIC NOTICE
STATE OF ALASKA
DEPARTMENT OF
ENVIRONMENTAL CONSERVATION

An application package for an Oil Discharge Prevention and Contingency Plan, under Alaska Statute 46.04.030 and in accordance with 18 AAC 75, has been received by the Department of Environmental Conservation. The details are as follow:

Applicant:
Ms. Carrie Godden
Crowley Fuels LLC
201 Arctic Slope Avenue
Anchorage, AK 99513-3033

Proposed Activity:
Review of a plan renewal application package for an Oil Discharge Prevention and Contingency Plan that is required to commit adequate resources to meet all planning requirements for prevention and response for a realistic maximum discharge from the operations of Crowley Fuels LLC. Crowley Fuels LLC charters and operates a fleet of oil barges ranging up to a maximum capacity of 100,000 barrels. Many of these vessels travel coastwide from Alaska to Washington carrying various grades of non-persistent petroleum products. Besides carrying refined petroleum products to various docks statewide in Alaska

the company performs bunkering and lightering operations.

Location:
Statewide

Potential Results:
A potential risk exists of oil spills entering the lands or waters of the state because of this operation.

Activity identified as:
State Contingency Plan Number 22-CP-2120

Any person wishing to submit a request for additional information or provide comments regarding this application may do so electronically via our public notice site at <https://dec.alaska.gov/comment/>. If you are unable to submit comments via this site, you may submit them in writing to Mark Sielaff, Department of Environmental Conservation, SPAR/PPRP, 555 Cordova Street, Anchorage, AK 99501, 907-269-7532 (phone), 907-269-7648 (fax), or mark.sielaff@alaska.gov. The full contents of all submitted comments are considered public records and will be posted online in full during the public comment period. Comments submitted in writing directly to the Plan Reviewer will be uploaded to the public comment site. It is preferable for commenters to submit directly through the public comment site.

The public comment period for this application be-

gins on April 11, 2022 and ends at 11:59 p.m. on May 11, 2022. Requests for additional information and comments must be received by 11:59 pm on May 11, 2022. It is the responsibility of the commenter to verify that facsimile and email submissions are received by the deadline. An additional comment period may be provided in accordance with 18 AAC 75.455(d).

Copies of the application package are available for public review at the following locations: the department's office at 555 Cordova Street, Anchorage, AK 99501-2617 and the department's website at <http://dec.alaska.gov/Applications/SPAR/PublicMVC/IPP/CPlansUnderReview>.

The department will hold a public hearing on the plan application if it determines that good cause exists. Residents in the affected area or the governing body of an affected municipality may request a public hearing by writing to the Department of Environmental Conservation, at the above address prior to April 26, 2022. The State of Alaska, Department of Environmental Conservation complies with Title II of the Americans with Disabilities Act of 1990. If you are a person with a disability who may need an accommodation to participate in this public process, please contact Claire Fishwick at (907) 465-5872 or TDD Relay Service 1-800-770-8973/TTY or dial 711 prior to May 1, 2022, to ensure that any necessary accommodations can be provided.

Trooper Beat

Serve Court Documents: On 04/01/22, Alaska State Troopers served or attempted service of various court documents to include but not limited to: summonses, subpoenas, evictions, DVPOs, and stalking orders. AK22030956 Serve Court Documents 4/1/2022 11:31 Shishmaref. AK22031073 Serve Court Documents 4/1/2022 14:57 Savoonga.

Brevig Mission: On 04/01/22 at approximately 3:39 p.m., Alaska State Troopers conducted a public appearance.

Koyuk Collision Vehicle: On 04/02/22 at approximately 1:18 p.m., Alaska State Troopers received a report of a vehicle collision. This incident has since been closed by investigation.

Shishmaref Harassment: On 04/02/22 at approximately 6:03 p.m., Alaska State Troopers received a report of Harassment.

Golovin Assault: On 04/02/22 at approximately 7:20 p.m., Alaska State Troopers received a report of an As-

sault. The investigation is ongoing.

Gambell Assault - DV: On 04/03/22 at approximately 2:03 p.m., Alaska State Troopers received a report of a DV Assault. The investigation is ongoing.

Savoonga Fire: On 04/03/22 at approximately 2:50 a.m., Alaska State Troopers received a report of a fire. Upon investigation, no individuals were injured and the damage caused appeared to be minimal. This incident has since been closed.

Gambell Assault - DV: On 04/03/22 at approximately 2:29 a.m., Alaska State Troopers received a report of a DV Assault. Upon investigation, Oscar Iyakitan 19, of Gambell was arrested and charged with Assault 1.

Golovin Trooper Involved Shooting: On April 6, 2022, Alaska State Troopers from Nome were in the community of Golovin investigating a report of a felony assault involving a firearm. At around 1:15 pm, two Alaska State Troopers contacted the sus-

pect at a residence. The adult male suspect produced a shotgun when he arrived at the door. Due to the actions of the adult male, an Alaska State Trooper shot the suspect, striking him. Both Alaska State Troopers immediately performed first aid on the man and then transported him to the Golovin Clinic for further medical care. The man was then medevaced to an Anchorage area hospital. His current medical condition is not known. No Alaska State Troopers or other individuals were injured during the incident.

The investigation into the felony assault that brought Troopers to Golovin is ongoing, and no criminal charges have been filed against the man at this time.

The Alaska State Trooper that discharged their service weapon was placed on administrative leave for 72 hours in accordance with DPS policy. The Alaska Bureau of Investigation is now conducting a thorough investigation into the incident; once complete, their investigation will then be independently reviewed by the Alaska Office of Special Prosecutions. The name of the trooper that discharged their service weapons will be released after 72 hours per department policy.

Annual Meeting of Shareholders King Island Native Corporation

The King Island Native Corporation will hold their Annual Meeting of Shareholders on **Saturday, April 23, 2022**, at Old St. Joseph at 1pm for the following purpose: Election of two (2) directors and other matters listed on the agenda.

• Employment

JOB OPENINGS

NMS is hiring for Full-Time **Custodians** to join and support the Nome School District. Some experience of general cleaning practices is required for the custodian position. Starting rate of pay is \$18/hr - \$24/hr (DOE) plus full benefits.

Apply today! Visit: nmsusa.com/employment to get started. Contact Aaron Makkar, NANA Senior Recruiter, at (907) 265-4173 with questions.



NSEDC Job Opportunities



Community Benefits Specialist (Anchorage):

The Community Benefits Specialist assists with coordination and facilitation of all Community Benefits Department programs. A high school diploma and at least 2 years of related experience is required.

Refrigeration Technician (Nome):

The Refrigeration Technician ensures that equipment and facilities at NSSP operate efficiently.

Fisheries Biologist (Nome and Nome or Unalakleet):

The Fisheries Biologist works with the Norton Sound Fisheries Research and Development team to develop, coordinate, implement and evaluate fisheries projects across the region. A bachelor's degree in biological science and 2 years' experience in fisheries research and management projects OR a master's degree in biological science is required.

Community Liaison (St. Michael):

NSEDC Community Outreach Liaisons give NSEDC a presence in member communities that do not have an NSEDC office. Liaisons are responsible for the distribution of information related to NSEDC programs and opportunities, the maintenance of an NSEDC-owned informational bulletin board, and are expected to be available at regularly set times and locations.

For an application or a complete job description, visit www.nsedc.com or contact NSEDC Human Resources at (907) 274-2248 (Anchorage), 800-650-2248 (toll-free) or hr@nsedc.com.

PLEASE HELP

Adopt a Pet
or make your
donation
today!

Dog food, cat food, cat litter and other donations are always welcome at the Nome Animal Shelter!

Nome Animal Control & Adopt-A-Pet
443-8538 or 443-5262

•Employment

NOME CONVENTION & VISITORS' BUREAU DIRECTOR

Department: Nome Convention & Visitors' Bureau
Reports to: Nome Chamber of Commerce Executive Director & Board of Directors
Supervises: Administrative Assistant, Temporary/Seasonal Office Aides, Volunteers, & Community Service Workers

Salary: DOE

Summary
This position is responsible for the promotion of Nome as a visitor and convention site destination and the operation of the Visitors' Center. The Nome Convention & Visitors' Bureau Director may be required to work evenings and weekends.

Essential Duties and Responsibilities

- Supervise and evaluate NCVB staff; provide hire recommendations to Executive Director
- Plan, organize and direct Visitor Center activities
- Prepare and monitor NCVB budget
- Market Nome as a visitor destination; initiate contact with cruise lines, ATIA, other Visitor Centers, tourism groups, state agencies, etc.
- Design promotional materials, fliers, brochures, and other visitor aides and distribute state wide
- Assist with preparation of materials for "Familiarization" tours for industry representatives
- Promote Nome tourism businesses via web site; monitor and update website
- Purchase budgeted items; submit coded invoices to Executive Director
- Maintain close working relationship with local and State tourism organizations
- Prepare correspondence and reports
- Maintain records and files of NCVB; provide visitor, birding and event data as needed
- Establish policies & procedures for NCVB services
- Engage in local and statewide tourism groups/committees
- Provide quarterly reports to the Executive Director, Board of Directors and Nome Common Council
- Provide tourism data to travel writers, newspapers, magazines & travel guide books
- Provide overflow housing assistance for Iditarod event
- Assist specialty tour groups such as birdwatchers, nature tours, and passenger cruise ships, etc.

Supervisory Responsibilities

- Directly supervises and evaluates all NCVB employees

Qualification Requirements

- Excellent organizational, oral and written communication skills; technical report writing, budgeting
- Ability to read, analyze, and interpret general business and technical journals, professional publications, financial reports and government regulations
- Extensive knowledge of Windows and Microsoft programs; Word and Excel
- Must be self-motivated and able to work independently with minimal supervision
- Must have a valid Alaska Driver's License and authorization to utilize Community Service Workers
- Must be able to travel


Education and/or Experience

- Minimum two years of college plus three years' experience in a supervisory position.
- Three years' experience in tourism marketing preferred and knowledge of Alaska's tourism industry and contacts highly preferred
- OR a combination of education and experience which demonstrates an equivalent level of expertise
- Must have some knowledge of Nome businesses, residents and the services they provide

Please contact the NCOC at 443-3879 or director@nomechamber.com. Applications are also available at the Nome Job Center. 443-2626

KING ISLAND NATIVE CORPORATION

**OPEN POSITION:
Office/Retail Manager**



JOB DESCRIPTION

Company: King Island Native Corporation ("KINC")
Job Title: Office/Retail Manager
Position Type: Regular Full-time
Compensation Range: DOE
Reports To: Board of Directors, Board President
Supervises: Temporary Workers and Contract Employees
Location: Nome, Alaska

Position Summary:
Subject to such policies and limitations as may be adopted by the Board of Directors, the Office Manager implements policy and oversees general management and direction of the businesses, property management, assets and investments of KINC. This includes:

- Providing information and recommendations to the Board required for Board decisions and implementing Board decisions.
- Being present and planning for each annual meeting of the shareholders and Directors and report on the condition and business of KINC.
- Developing, evaluating and reporting on new business opportunities, and monitoring, managing and reporting on existing businesses of KINC.
- Developing and presenting to the Board for approval strategic and operational plans and budgets.
- Representing KINC as its principal representative in all matters relating to KINC, including community organizations, partners, governmental agencies and other Native organizations.
- Appointing employing and discharging, and fixing the compensation of all KINC employees and agents, subject to the approval of the Board.
- Assuring that the books, reports, statements and certificates required by applicable law are properly kept, made and filed. This includes submitting quarterly reports to the State of Alaska and Federal government and to the City of Nome for sales tax reporting.
- Developing, documenting and implementing standard policies, practices and procedures.
- Supervising and training employees, and other personnel matters.
- Working with legal, accounting, investment and other professional advisors approved by the Board.
- Developing and recommending yearly budgets for Board approval and managing KINC's resources within those budgets.
- Performing all other duties as are incident to the office or are required of him or her by the Board.
- Opening and closing of the fabric and carving store to the customers and ensuring that the inventory of items in the stores are adequate.

Key Responsibilities:

1. Maintain regular contact and communications with the President and the Board.
2. Prepare monthly board packets, including financial and narrative report.
3. In cooperation with the President, represent KINC positively with Native corporations, tribes, regional and state-wide communities, social and political organizations and local, state and federal agencies and public bodies. Maintain consistent communications so that KINC and its mission, programs, products and services are presented in a strong, positive image to relevant stakeholders.
4. In cooperation with the President, represent the Board in relations with shareholders, communicating with shareholders regarding shareholder concerns and corporate shareholder policies, benefits and activities.
5. Oversee land management on behalf of KINC.

Required Knowledge, Skills, and Abilities:

1. A Bachelor's Degree in Business or other like field, 4 years of supervisory work is considered comparable.
2. Excellent interpersonal and written and oral communication skills.
3. Strong leadership skills, self-motivated and able to work without direct oversight or supervision.
4. Understanding and experience working with a corporate structure, board of directors, the Alaska Native Claims Settlement Act, federal and state governing bodies and a historical understanding of the KINC region.
5. Knowledge of Alaska Native cultures, values and politics.
6. Possess the highest integrity and a strong sense of personal accountability and ethics.
7. Bookkeeping and QuickBooks experience is preferred, but not necessary.
8. Retail experience is required for running the fabric and carving stores.

Job Listing



**Nome Chamber of Commerce
Administrative Assistant.**
Salary: \$25/hr + DOE
Hours: Full-time

This is a full time position for the Nome Chamber of Commerce (NCOC). Answer phones and greet the public who come to the NCOC office. Maintain NCOC file system. Maintain, stock and receive office supply inventory. Assist in processing Pull Tab inventory and delivery for Charitable Gaming. Prepare and post bulk and other mailings. Assist in preparations for meetings & conventions and other special events sponsored by the NCOC. Assist in maintaining Board of Director meeting binders and prepare Board meeting packets. Perform internet research. Perform NCOC office cleaning and close up duties. Must be at least 21 years of age. Ability to work independently and perform each responsibility satisfactorily with minimal supervision. Perform all office practices, procedures and operate standard office equipment. Excellent oral and written skills. Proficient in Microsoft applications. Work well with the public and agencies. Excellent telephone etiquette. Ability to maintain confidentiality. Professionalism Education and/or Experience High School Diploma or equivalent. At least two years of work experience in an office setting and/or public service job. Knowledge of Nome businesses, residents and the services they provide is also preferred. Wages DOE. Please contact the NCOC at 443-3879 or director@nomechamber.com. Applications are also available at the Nome Job Center. 443-2626

KAWERAK, INC.

meaningful employment opportunities

Benefit Highlights
Supportive work environment • Excellent Pay • 7% Employer Retirement Contribution • Recreation and Pool Passes • Employer sponsored health plan • \$2500 Hiring bonus for hard to fill positions • Costco or Amazon Prime Membership Reimbursement

Newly Listed!
Land Management Services Program Director
Oversee LMS Program for the Bering Strait Region, supervise staff, monitor budget and complete program reports.
Tribal Coordinator *Village of Solomon (Nome), Gambell, Brevig Mission, Wales & Shishmaref. Provide administrative support & maintain day to day operations of the tribal office for the Tribal Council.
EHS Inupiaq Teacher *Shishmaref
Be committed to speaking and teaching children using the Inupiaq language.
Alternate Tribal Coordinator *Koyuk, Marys Igloo, Elim, Unalakleet & Brevig Mission. Fill in for Tribal Coordinator to provide administrative support for day to day operations of the tribal office.
Building Custodian/Janitor/Light Maintenance
Responsible for maintaining and cleaning the Kawerak offices and outside area.
Head Start/Early Head Start Home Visitor *Shishmaref
Visit homes and work with families to implement home-based learning experiences and achieve healthy outcomes for youth and families.

**SUMMER WORK - YOUTH & YOUNG ADULT**

KAWERAK SUMMER YOUTH WORK PROGRAM
Tribal members ages 14-24 eligible to apply! Work in the Bering Strait Region this summer!
*** Apply at kawerak.org/syp, Deadline April 15! ***

Still Available

Employment Specialist
Child Development Program Manager
Help Desk Technician
Village System Specialist
Marine Advocate
AE/Ged Specialist Instructor
Translator/Transcriber
Site Caretaker - Pilgrim Hot Springs
Subsistence Resource Program
Director
Child Advocacy Center Clinician
TEMPORARY - Head Start & Early Head Start teacher, Aide/Janitor

Community Planning & Development Program Director
Early Childhood Coach Mentor
Tribal Family Coordinator (Koyuk, King Island, Gambell, St Michael, Shaktoolik)
Site Maintenance - Pilgrim Hot Springs
TEMPORARY - Brownfield Coordinator
Family Advocate (Nome & Shishmaref)
Admin Assistant, Head Start
Office Assistant/COVID monitor
AND MANY MORE!

>>>>Some positions are eligible for a \$2500 sign on bonus!<<<

www.kawerak.org/jobs • 907-443-4373
*COVID-19 vaccination required. Kawerak is an equal opportunity employer
ADVANCING THE CAPACITY OF OUR PEOPLE AND TRIBES FOR THE BENEFIT OF THE REGION

JOIN OUR WORK COMMUNITY!
We work together to thrive.

