

CLASSIFIED ADVERTISING

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

Employment

Real Estate

Seeking Qualified Applicants



NORTON SOUND HEALTH CORPORATION

In Nome:

Accounting: Accountant II/III \$39.52 + DOE; Accounts Payable Tech I \$25.85 + DOE; Controller – Salary + DOE; Payroll Manager \$45.40 + DOE
Administration: Executive Specialist III \$39.52 + DOE; Self Governance Liaison \$56.12 + DOE; Student/Intern \$25.00 + DOE
Behavioral Health: Administrative Director – Salary + DOE; 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
CAMP: Summercise Assistant \$16.00 + 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 and Relief \$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; Cultural Activities Specialist \$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
Tribal Healing: Tribal Healer/Trainee \$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:

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

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

Community Health Aide Trainee \$25.85 + DOE
 Brevig: 2 FT
 Diomedes: 3 PT75
 Gambell: 2 FT, 1 PT625
 Golovin: 1 PT625
 Koyuk: 1 PT75
 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

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

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 PT50, 2 Relief
 Wales: 1 Relief
 White Mountain: 1 Relief

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

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
 Wales: 1 FT

Village Based Counselor Field Supervisor \$36.98 + DOE

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

\$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 93-636 and Veteran Preferences).
 NSHC will also initiate a criminal history/background check for all positions.

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

Advertise with us

Call us at 907-443-5235 or send an email to ads@nomenugget.com

Legals

NOTICE OF DEFAULT AND ELECTION TO SELL UNDER DEED OF TRUST Trustee's Sale No: 101057-AK This NOTICE OF DEFAULT AND ELECTION TO SELL is given by CLEAR RECON CORP, as Successor Trustee under that certain Deed of Trust executed by VANESSA E. M. JOHNSON, A SINGLE WOMAN, as Trustor, to YUKON TITLE, as Trustee, in favor of MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC., AS BENEFICIARY, AS NOMINEE FOR MID AMERICA MORTGAGE INC., ITS SUCCESSORS AND ASSIGNS, as Beneficiary, dated 11/13/2013, recorded 11/21/2013, as Instrument No. 2013-001255-0, in the Cape Nome Recording District, State of Alaska. The beneficial interest in the Deed of Trust has been assigned to MID AMERICA MORTGAGE, INC and the record owner of the property is purported to be VANESSA E. M. JOHNSON. Said Deed of Trust covers real property situated in said Recording District, described as follows: Lot 11, Block 69, according to the official April 13, 1905 map of the TOWNSITE OF NOME; Records of the Nome Recording District, Second Judicial District, State of Alaska. Commonly referred to as: 502 E 4TH AVE, NOME, AK 99762 APN: 001-111-21 A breach of the obligation which said Deed of Trust secures has occurred in that Installment of Principal and Interest plus impounds and/or advances which became due on 10/1/2021 plus late charges, and all subsequent installments of principal, interest, balloon payments, plus impounds and/or advances and late charges that become payable. By reason thereof, and under the terms of the Note and Deed of Trust, the Beneficiary has declared all sums so secured to be immediately due and payable, together with any trustee fees, attorney fees, costs and advances made to protect the security associated with this foreclosure. The sum owing on the obligation good through 3/30/2022 is \$143,760.66 as follows:

Unpaid Principal Balance: \$139,681.21
 Interest: \$3,381.05
 Late Charges: \$764.31
 Beneficiary Advances: (\$45.91)
TOTAL REQUIRED TO PAYOFF: \$143,760.66
 If the default has arisen by failure to make payments required by the trust deed, the default may be cured and the sale may be terminated if: 1. Payment of the sum in default, other than the principal that would not be due if default had not occurred, and attorney and other foreclosure fees and costs actually incurred by the beneficiary and trustee due to the default is made at any time before the sale date stated in this notice or to which the sale is postponed; and 2. If Notice of Default has been recorded two or more times previously under the same trust deed and the default has been cured the trustee does not elect to refuse payment and continue the sale, NOTICE IS HEREBY GIVEN that pursuant to demand of the Beneficiary, the Trustee hereby elects to sell the above described real property to satisfy the obligation, together with all accrued interest and all costs and expenses, at public auction, for cash, to the highest and best bidder, at the 2nd Judicial District: Inside the main lobby of the Nome Courthouse located at 306 W 5th Avenue, Nome, AK 99762, on 7/7/2022, at 10:00 AM. Beneficiary will have the right to make an offset bid at sale without cash. Anyone having an objection to the sale on any grounds whatsoever will be afforded an opportunity to be heard as to those objections if they bring a lawsuit to restrain the same. DATED: 3/30/2022 CLEAR RECON CORP 4375 Jutland Drive San Diego, California 92117 Phone: 866-931-0036 Hamsa Uchi, Authorized Signatory for Trustee

4.21-28, 5.5-12.2022

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.

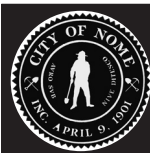
Community Liaison (St. Michael):

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.

JOB OPENINGS

The City of Nome is accepting applications for:



Position: OFFICE MANAGER - PORT Temporary with FT Prospect

Range & Salary: 12; \$24.97 per hour DOE
Qualifications: Performs a variety of skilled administrative work in secretarial, accounting, and program support activities on behalf of Port Director & Public Works Supervisor, including maintaining files, contacts, and organizing office. Must have a High School degree or equivalency.

Position: DOCKWATCH - PORT Seasonal

Range & Salary: 11; \$21.52 per hour
Qualifications: Performs a variety of unskilled and semi-skilled tasks in the repair and operation of the Port & Harbor. Assists in the monitoring of vessel traffic, moor-age, and scheduling.

Position: SUMMER LABORER - PUBLIC WORKS Seasonal

Range & Salary: 11; \$21.52 per hour DOE
Qualifications: Performs a variety of unskilled and semi-skilled tasks in the repair, maintenance, light construction and operation of buildings; picks-up and delivers freight to job sites or warehouse; performs janitorial duties; assists with labor projects a; provides laborer support to road crew.

Position: HARBORMASTER ASSISTANT - PORT Seasonal

Range & Salary: 11; \$21.52 per hour DOE
Qualifications: Performs functions within the aspects of the port & harbor operation - including coordinating vessel traffic, scheduling, tracking of necessary info for billing. Facility maintenance and operations. Monitors and advises user compliance with established port rules and, regulations and provides services to vessels.

Position: BUILDING MAINTENANCE - PUBLIC WORKS Temporary

Range & Salary: 11; \$21.52 per hour DOE
Qualifications: Performs a variety of semi skilled/skilled trades work in construction, including maintaining and repairing building structures and facilities for the city. Must have a High School degree or equivalency.

Applications may be obtained from City Hall 443-6663, Nome Job Service or call HR Office at 443-6602 for more information. Deliver completed application to City Hall or by email at: hr@nomealaska.org
 An Equal Opportunity Employer

Trooper Beat

Brevig Mission
Patrol Request: On 04/04/22 at approximately 3:35 p.m., Alaska State Troopers conducted a patrol per request.

Teller
Welfare Check: On 04/05/22 at approximately 8:03 a.m., Alaska State Troopers conducted a village visit.

Elim
Welfare Check: On 04/05/22 at approximately 8:10 a.m., Alaska State Troopers conducted a village visit.

Brevig Mission
Patrol Request: On 04/05/22 at approximately 12:03 p.m., Alaska State Troopers conducted a patrol per request.

Wales
Sex Offender Registration: On 04/05/22 at approximately 12:07 p.m., Alaska State Troopers received a report that an individual failed to register as a sex offender. An arrest warrant has been requested, and this incident has since been closed by investigation.

Serve Court Documents: On 04/05/22, Alaska State Troopers served or attempted service of various court documents to include but not limited to:

summons, subpoenas, evictions, DVPOs, and stalking orders. AK22032360 Serve Court Documents 4/5/2022 15:16 Koyuk

Gambell
Assist Agency: On 04/05/22 at approximately 4:28 p.m., Alaska State Troopers Assisted a TPO.

Saint Michael
Assault: On 04/06/22 at approximately 5:58 p.m., Alaska State Troopers received a report of an assault. The investigation is ongoing.

Brevig Mission
Patrol Request: On 04/07/22 at approximately 4:02 p.m., Alaska State Troopers conducted a patrol per request.

Stebbins
Disturbance: On 04/07/22 at approximately 4:55 a.m., Alaska State Troopers received a report of a disturbance.

Gambell
Suspicious Circumstances: On 04/11/22 at approximately 3:22 p.m., Alaska State Troopers received a report of suspicious circumstances. The investigation is ongoing.

Stebbins
Assist Public: On 04/11/22 at approximately 7:10 p.m., Alaska State Troopers assisted in a public

matter.

Gambell
Assault: On 04/12/22 at approximately 8:43 a.m., Alaska State Troopers received a report of a possible assault. The investigation is ongoing.

Golovin
Miscellaneous: On 04/12/22 at approximately 8:46 a.m., Alaska State Troopers conducted a village visit.

Brevig Mission
Patrol Request: On 04/12/22 at approximately 1:40 p.m., Alaska State Troopers conducted a patrol.

Stebbins
Assault: On 04/12/22 at approximately 11:40 p.m., Alaska State Troopers received a report of an assault. The investigation is ongoing.

Golovin
Trooper Involved Shooting: Update 4/12: 45-year-old Golovin resident Allen Amaktolik has been charged with Attempted Murder due to his actions on April 6. Amaktolik remains in serious condition receiving care at an Anchorage area hospital. Update 4/9: The Alaska State Trooper that discharged his service weapon during the April 6, 2022 Trooper-involved shooting is identified as:

Alaska State Trooper Jacob Barker, a three-year veteran of the Alaska State Troopers currently assigned to Nome.

The suspect injured in the shooting remains in critical condition and is receiving medical care at an Anchorage area hospital. The Alaska Bureau of Investigation is thoroughly investigating the incident. Once their investigation is complete it will be independently reviewed by the Alaska Office of Special Prosecutions.

Original: 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 suspect 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 who discharged their service weapons will be released after 72 hours per department policy.

Elim
Welfare Check: On 04/13/22 at approximately 6:46 a.m., Alaska State Troopers conducted a Welfare Check.

Serve Court Documents: On 04/13/22, Alaska State Troopers served or attempted service of various court documents to include but not limited to: summonses, subpoenas, evictions, DVPOs, and stalking orders. AK22035313 Serve Court Documents 4/13/2022 13:20 Unalakleet.

Brevig Mission
Patrol Request: On 04/13/22 at approximately 4:38 p.m., Alaska State Troopers conducted a patrol.

Seawall

Nome Police Department
Weekly press releases
Activities reported between
4/8/2022 – 4/17/2022

During this period there were 289 calls for service received at the Nome Police Communications Center; 82 (28%) of these calls involved alcohol. The Nome Volunteer Ambulance Department responded to 22 ambulance calls. The Nome Volunteer Fire Department responded to one fire call during this period. NPD responded to 12 calls reporting intoxicated persons needing assistance. Nobody was remanded to AMCC as protective hold; and four persons remained at the hospital for medical evaluation/treatment.

Arrests
A total of 18 arrests made with 17 (82%) alcohol related.

Friday, April 8, 2022
Charges: Assault in the third degree and Violating Conditions of Release. Name: Robert Milton. Location: Prospect Place.

Sunday, April 10, 2022
Charge: Violating Conditions of release. Name: Wagner Mokiuyuk. Location: W. 2nd Ave.
Charge: Assault in the fourth degree. Name: Bert Kuzuguk. Location: E. 3rd Ave.

Monday, April 11, 2022
Charge: Disorderly Conduct. Name: Foster Olanna. Location: Nome.
Charge: Two counts Violating Conditions of Release. Name: Trina Larsen. Location: W. Kings Pl.

Tuesday, April 12, 2022
Charges: Criminal Trespass in the second degree and Violating Conditions of Release. Name: Rachel Konahok. Location: Front St.
Charge: Violating Conditions of Release. Name: Wagner Mokiuyuk. Location: Front St.
Charge: Assault in the fourth degree. Name: A.W. Location: E. 1st Ave.

Wednesday, April 13, 2022
Charge: Theft in the fourth degree. Name: David Rodriguez. Location: W. 2nd Ave.

Thursday, April 14, 2022
Charge: VCOR. Name: Wagner Mokiuyuk. Location: Front St.
Charge: Probation Violation. Name: Paul Tomalnis. Location: Front St.

Friday, April 15, 2022
Charge: Resisting or interfering with arrest. Name: Deborah Okbaok. Location: W. Kings Pl.
Charge: Criminal Trespass in the first degree, Violating Conditions of Release. Name: Jerry Iyapana. Location: W. D St.
Charges: Assault in the fourth degree and VCOR. Name: Wagner Mokiuyuk. Location: W. 2nd Ave.
Charges: Robbery 1st Degree and Misconduct involving weapons fourth degree. Name: Owen Outwater. Location: Front St.

Saturday, April 16, 2022
Charge: Probation Violation. Name: Valerie Henry. Location: Seppala Dr.
Charges: Assault in the fourth degree, Violating Conditions of Release. Name: Sharon Ellanna. Location: 1st Ave.
Charge: Warrant Arrest. Name: Ronald Ozenna. Location: Nome.

Sunday, April 17, 2022
Charges: DUI, Violating Conditions of Release, Warrant x2. Name: Gordon Cordeiro. Location: Front St.

Traffic

A total of 5 traffic stops were conducted during this reporting period; with no citations issued, 5 warnings issued.
Disclaimer: This is a record of activity. The issuance of citations or the act of arrest does not assign guilt to any identified party. Officers refer all cases to the DA for action.

Legals



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.

Court

Week ending 4/15/22

Civil
Indye Hale v. Wayne Gabrielloff; Domestic Violence: Short-Term

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

Criminal
State of Alaska v. Rachel Pinard (11/10/82); CTN 001: DUI-Operate Vehicle Under Influence; Date of Offense: 9/24/21; Any outstanding appearance or performance bond is exonerated; CTNs Dismissed: 002, 003, 004, 005; 90 days, 87 days suspended; Report by 5:00 p.m. on 5/20/22 to AMCC; Fine: \$1,500, due 4/14/23; Police Training, Initial and Suspended Jail, Surcharges due; Complete Substance Abuse Treatment Assessment: Contact Local ASAP (Nome Community Center 443-5259); Obey Driver's License Directives: Driver's license is re-

voked for 90 days; Use an Ignition Interlock Device: After you regain the privilege to drive or obtain a limited license, you must use an IID as directed in the IID Information Sheet; Costs of the IID will be deducted from the fine if you file proof of payment before the fine due date; Probation for 1 year (4/14/23); Obey all direct court orders listed above by the deadlines stated; Obey all state, federal, and local laws and ordinances; Do not possess, consume, or buy alcohol for a period ending 1 year from date of this judgment; You are required to surrender your driver's license and identification card; Your license and ID are subject to cancellation under cited Alaska Statutes (AS); Any new license or ID must list the AS buying restriction during the restricted period; You are subject to a warrantless breath test by any peace officer with probable cause to believe you consumed alcohol, and are subject to warrantless search of residence for alcohol, upon probable cause.



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

Advertise in
The Nome Nugget newspaper

Call us at (907) 443-5235
or send an email to ads@nomenugget.com

NOTICE OF SPECIAL PRIMARY ELECTION

Saturday, June 11, 2022

Candidate Race on Ballot

United States Representative

On Saturday, June 11, 2022 there will be a special primary election to fill the vacancy in the office of United States Representative. This election will be conducted by mail. There will be no polling places open for regular in-person voting on election day. The deadline to register to vote or update your voter registration is May 12th.

Ballots will be automatically mailed to qualified registered voters beginning April 27th. You will vote by selecting one candidate. You must sign your ballot envelope, provide an identifier and a witness signature, and return or mail your ballot by June 11th. If you will not be at your current mailing address or do not receive a ballot, you can contact the Division of Elections.

The Division of Elections' regional offices will offer early and absentee in-person voting beginning May 27th. They will be open on weekdays between 8AM and 5PM, on weekends with limited hours, and on election day between 7AM and 8PM. For the full schedule and a list of additional early and absentee in-person voting locations throughout the state, visit the Division's website at AKVoteEarly.alaska.gov.

www.elections.alaska.gov

Region I Office	Region II Office	Region III Office	Region IV Office	Region V Office
Juneau	Anchorage	Fairbanks	Nome	Mat-Su
(907) 465-3021	(907) 522-8683	(907) 451-2835	(907) 443-8683	(907) 373-8952
1-866-948-8683	1-866-958-8683	1-866-959-8683	1-866-953-8683	1-844-428-8952

Language Assistance 1-866-954-8683 Toll Free TTY 1-888-622-3020

The State of Alaska, Division of Elections, complies with Title II of the Americans with Disabilities Act of 1990. If you are a person with a disability who may need special assistance and/or accommodation to vote, please contact your regional Division of Elections office to make necessary arrangements.

• **Employment**



RECRUITMENT BULLETIN

Bering Straits Regional Housing Authority is recruiting for the following positions:

- **Maintenance Compliance Inspector**
- **Temporary Seasonal Laborers (Villages and Nome)**
- **Temporary HAF Coordinator**
- **Temporary ERA Coordinator**
- **Temporary File Clerk**

FOR MORE INFORMATION OR TO APPLY:

Application and full job description can be downloaded from the website www.bsrha.org, picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing HR@bsrha.org. Applications may be turned in, mailed, faxed, or e-mailed to BSRHA.

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



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.

NOME CONVENTION & VISITORS' BUREAU DIRECTOR

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

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.