



Inuit Circumpolar Council (ICC) Alaska is seeking an experienced, part-time **Collections Specialist**. The position is located in Anchorage, Alaska and the hourly rate is \$18 - \$25/hr depending on experience, with a 16 hour per week commitment. This is a temporary position with an end date of February 28, 2023.

GENERAL JOB FUNCTIONS:

The purpose of this position is to provide essential professional archival work for, and technical assistance to, the Inuit Circumpolar Council through the Alaska office. Primary responsibilities include, but are not limited to:

- Actively work to enhance access to ICC's work through categorization of material for both electronic and hard copy access to historical, current, and future material and work:
 - Organize documents by project, topic, or chronological order.
 - Read documents and describe them in ICC Alaska's archival system.
 - Digitize/scan archival documents.
 - Work to ensure current and historical information about ICC and produced by ICC is culturally appropriately organized, of high quality, appropriately preserved and archived, and easily accessible to ICC staff.
 - Thorough reading and assessment of documents, and subsequent description of them; assist ICC to identify and protect sensitive information.
- Communicate with and coordinate sharing of materials with Inuit tribal and non-profit entities around the state.
 - Coordinate with staff at other organizations to receive collections related to their constituency or organization.
 - Package and ship documents for safe transport to Alaska Native organizations.

EXPERIENCE REQUIREMENTS:

- Experience involving archiving, historical research, library science, cataloging or culturally appropriate categorization of information relevant to Indigenous Peoples, and/or direct work experience related to the above topics.
- Experience with oral history or testimony, transcription or translation related to Indigenous language or Indigenous Knowledge, and/or direct work experience related to the above topics.
- Knowledge and experience working with Indigenous categorization processes.
- Demonstrated strong analytical skills, organizational skills, attention to detail, and oral and written communication skills are required; communication skills include the ability to develop and foster professional relationships and to maintain a courteous and professional demeanor with member and affiliate organizations.
- Ability to learn, work independently, implement direction and feedback, organize and prioritize work, and to meet deadlines.
- Problem-solving abilities with high attention to detail and accuracy a must.
- Experience with Inuit or Alaska Native non-profit organizations preferred.

Please submit a resume, and a letter of interest that explains your experiences and qualifications for the position. Please submit all materials by e-mail to icc@iccalaska.org. You can also mail or drop off materials to the ICC Alaska office at 3900 Arctic Blvd. Suite #203 Anchorage, AK.

Review of submissions will begin on May 27th, 2022. Position open until filled.