

## **Inuit Circumpolar Council Alaska**

### **Job Description**

**Position:** Communications Director

This position is based in Anchorage, Alaska and is a regular, full time exempt position, with benefits. The salary range is \$65,000-\$75,000.

### **GENERAL JOB FUNCTIONS:**

The position will manage ICC Alaska's communications and outreach, in coordination with other ICC offices, as directed by the Executive Director and President.

General job functions include, but are not limited to:

- Review the ICC Alaska communications plan to ensure clear tangible strategies for advancing ICC Alaska's visibility and attaining communications goals and adjust as needed.
- Implement ICC Alaska's communications plan, evaluate regularly and track progress.
- Maintain the ICC Alaska brand guide to ensure consistency of brand messaging and look and adjust as needed.
- Develop working relationships with member organizations and partners to ensure two-way communication.
- Create and design communication assets as needed.
- Lead and direct all aspects of communication plan strategies using the best methods available, including the website, social media, radio, media, etc.
- Manage outreach, promotion and distribution of ICC products and various works.
- Serve as the main point of contact and coordinate media outreach and coverage, including drafting press releases and responding to interview requests
- Draft and maintain presentations, speeches and talking points, ensuring message consistency.
- Coordinate development, including layout, design, and printing of all ICC products with outside designers, and printers.
- Oversee ICC Alaska's online presence (social media, website, etc.).
- Analyze and evaluate the effectiveness of outreach and communications and make recommendations for adjustments periodically.
- Provide quarterly progress reports to Executive Director
- Other duties as assigned by the Executive Director

### **EXPERIENCE REQUIREMENTS:**

- Master's degree in related field is preferred.
- Bachelor's degree and/or a minimum of 5 years of experience related to work in related field is required.
- Experience with Inuit or Alaska Native non-profit organizations is preferred.
- Understanding of or experience working within the Arctic Council, United Nations or other similar international forums is preferred.
- Understanding of ICC history and purpose is preferred.
- Basic Computer and Microsoft Office (Word, Excel, etc.) skills
- Excellent communication skills including the ability to maintain a courteous and professional demeanor with member and affiliate organizations and the public is required. Excellent public speaking skills are required.

- Excellent writing skills, including writing press releases, reports, grants and articles, are required.
- Ability to learn, work independently, organize, and prioritize work.
- Excellent people skills and teamwork is necessary.
- Problem solving abilities with high attention to detail and accuracy a must.
- US Passport is required as international travel is required.

**Please submit a cover letter, resume, three references and writing sample by email to, [icc@iccalaska.org](mailto:icc@iccalaska.org). You can also mail or drop off materials to the ICC Alaska office at 3900 Arctic Blvd. Suite #203 Anchorage, AK.**

Deadline to apply is April 7, 2023.