

Inuit Circumpolar Council Alaska

Job Description:

Position: Inuit Arctic Strategy Specialist

Location: Anchorage, Alaska

Salary Range: \$70,000-\$80,000

Employment Type: Regular, full-time (Exempt) with Benefits

GENERAL JOB FUNCTIONS:

The Inuit Arctic Strategy Specialist will facilitate the development and implementation of an Alaskan Inuit Arctic Strategy that addresses key priorities, including marine governance, as set by the ICC Alaska Board of Directors, and further directed by the 2022 Ilulissat ICC Declaration. This position will lead outreach and engagement efforts to support the implementation of the Strategy.

Position Responsibilities include:

- Conduct ongoing analysis and monitoring of international, federal, and state regulations, policies and statutes related to Arctic issues of interest to Alaskan Inuit, including marine governance issues and advise leadership.
- Develop a strong understanding of existing Arctic strategies through a comprehensive analysis and advise leadership.
- Facilitate and organize meetings of Alaskan Inuit to develop and finalize an Alaskan Inuit Arctic Strategy and an implementation plan for meaningful engagement.
- Organize and lead educational outreach and communications to promote the Alaskan Inuit Arctic Strategy
- Review, analyze and monitor relevant national and international decision-making forums of importance to Inuit, including the Arctic Council, United Nations, and others.
- Attend meetings, including international meetings, and represent ICC as directed to promote and contribute Inuit perspectives in policy development and decision-making processes.
- Monitor, evaluate and report on the impact of the Alaskan Inuit Arctic Strategy.
- Engage with organizational partners as directed and coordinate with similar programs/activities occurring in Alaskan Inuit regions.
- Work with the Executive Director and other senior staff to research and develop proposals for related projects and activities within the scope of the position's responsibilities.
- Provide regular progress reports to ICC Alaska.
- Perform other duties as assigned by the Executive Director.

EXPERIENCE REQUIREMENTS:

- Master's degree in a related field is preferred.
- Bachelor's degree and/or a minimum of 5 years of experience in a related field required.
- Experience with Inuit or Alaska Native non-profit organizations is preferred.
- Understanding of or experience working within the Arctic Council, United Nations or similar international forums is preferred.
- Understanding of ICC history and purpose is preferred.

- Proficiency in Microsoft Office (PowerPoint, Word, Excel, etc.) is required.
- Excellent communication skills including the ability to maintain a courteous, professional, and diplomatic demeanor with member and affiliate organizations.
- Excellent writing skills are required, including writing reports, grants, and position papers, are required.
- Ability to learn, work independently, organize, and prioritize work.
- Problem solving abilities with high attention to detail and accuracy are a must.

To apply, please email a cover letter, resume, three references and a writing sample to icc@iccalaska.org.

Application deadline: May 24, 2024