



Community Liaison

Department: Marketing

Location: Utqiagvik

FLSA: Hourly, Part-time

Reports To: External Relations Manager

Approved By:

Revision Date: 5.21.21

Effective Date:

Position Description

The Community Liaison (CL) is responsible for building strong relationships and strengthening existing bonds between residents of the North Slope and ASTAC, through various forms of communication. The CL will utilize knowledge of North Slope communities and relationships with local community partners to assist in the management and execution of collaborative projects aimed at increasing awareness around ASTAC and its mission.

Principle Accountabilities

- Disseminate company information, activities, and promotional messaging via social media, flyers and other mediums
- Provide marketing with photos and videos of activities and community events attended to be shared on ASTAC's social media
- Attend community meetings, share relevant/pertinent information including comments and questions with marketing
- Provide assistance when ASTAC holds community meetings or events in Utqiagvik and other North Slope communities
- Act as the communications waypoint between ASTAC, community members, local leadership and other residents
- Promote ASTAC to prospective cooperative members and the community
- Report subsistence activities, such as hunting so ASTAC is aware
- Report other community activities/events to which ASTAC may want to consider attending or sponsoring

Qualifications / Experience

- A High School Diploma is required
- Two years work experience that involves working and communicating with the public on the North Slope is required



Knowledge, Skills, and Abilities

- Basic computer experience with using Microsoft Office, Internet, mobile phone applications such to be able to read and respond to emails, review documents and other information online, draft and submit written reports, and prepare and deliver straightforward presentations
- Possess excellent observation skills
- Employ excellent verbal communication skills and solid written communication skills
- Demonstrate outstanding collaboration and teamwork skills
- Be adept at taking and carrying out direction regarding communication of information both from the community and from ASTAC
- Be comfortable and effective in presenting information to individual and groups of community members
- Demonstrate discretion and the ability to maintain confidentiality
- Must be able to travel to other villages as needed

Acknowledgement

I have reviewed and understand the Position Guide and believe it to be accurate and complete. My acknowledgement below indicates I am fully aware that my adherence to the terms of this Position Guide will be a major element of all future evaluations. I also agree that the General Manager and the Board of Directors retain the right to change this Position Guide at any time.

Employee	Date	Supervisor	Date
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Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.