CLASSIFIED ADVERTISING

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Shishmaref: 1 FT

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Elim: 1 PT Savoonga: 1 PT

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St. Michael \$25.85 + DOE

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Seeking Qualified Applicants

Accounting: Accountant II/III \$39.52 + DOE; Payroll Manager \$45.40 + DOE Administration: Chief Financial Officer; Patient Advocate \$34.57 + DOE Behavioral Health Services: 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

Dental: Dental Assistant Trainee \$25.85 + DOE

Electronic Health Records: EHR Support Specialist \$32.31 + DOE; Population Health CMA \$32.31 + DOE

Emergency Department: Administrative Specialist II \$25.85 + DOE Environmental Services: Environmental Service Worker I \$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 Lab Assistant Uncertified \$32.31 + DOE; Phlebotomist – Uncertified \$25.85 + DOE Nutrition Services: Cook \$28.32 + DOE; Cook Relief \$28.32 + DOE; Food

Service Worker \$23.52 + DOE; Food Services 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; Patient Benefits Specialist \$28.32 + DOE;

Revenue Cycle Analyst \$36.98 + 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

Quality Improvement: Administrative Specialist II \$25.85 + DOE Quyanna Care: Certified Nursing Assistant \$32.31 + DOE Sanitation: Remote Maintenance Worker I \$32.21 + DOE Security: Security Officer I/II \$23.52 + DOE; Security Officer I Relief \$23.52 + DOE

Social Services: Language Specialist for Inupiaq \$25.85 + DOE; Village Facilities Management: EVS/Maintenance Traveler to Diomede

Village Facilities Management: EVS/Maintenance Traveler to Diomede \$29.93 + DOE WIC: Health Educator (CPA) Trainee \$24.91 + DOE

> \$5,000 hard to fill hiring bonus for qualified positions

NORTON SOUND HEALTH CORPORATION

In Our Village Communities:

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Clinic Travel Specialist: \$24.91 + DOE Gambell: Relief Diomede: FT

Shishmaref: Relief Shaktoolik: Relief Unalakleet: FT Community Health Aide **Γrainee: \$25.85 + DOE**

Brevig: 1 PT75 Diomede: 3 PT75 Gambell: 2 FT Golovin: 1 PT625 Koyuk: 1 PT75 Savoonga: 1 FT Shishmaref: 1 FT, 1 PT75 Stebbins: 4 FT Teller: 1 PT625 Jnalakleet: 2 PT75 Wales: 1 PT75 White Mountain: 1 PT625

EVS Worker & Relief \$24.91 + DOEElim: PT50 & Relief Gambell: Relief Kovuk: Relief Diomede: PT50 & Relief Shaktoolik: Relief Stebbins: Relief Teller: Relief Wales: Relief White Mountain: Relief

Real Estate

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Classifieds

WANTED - Mark Knapp at The Cutting Edge in Fairbanks is buying legal ancient walrus ivory, musk ox horn, mammoth ivory and teeth. Very good prices. 907-452-7477. Knapp's Cutting Edge 1971 Fox Ave Fairbanks AK 99701. cuttingedge@gci.net

WANTED-Large bull muskox horn, moose/caribou antler, old ivory, Eskimo artifacts. Call Roger 304-1048 or email nomerog@hotmail.com

Job Listing

Nome Chamber of Commerce Administrative Assistant.

Salary: \$25/hr + DOE Hours: Full-time



For more information or an up-to-date vacancy list, go to www.NortonSoundHealth.org or contact Human Resources at (907) 443-4573

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

Seawall

Weekly press releases Activities reported between 3/21/2022 – 3/27/2022

During this period there were 217 calls for service received at the Nome Police Communications Center; 63 (29%) of these calls involved alcohol. The Nome Volunteer Ambulance Department responded to 12 ambulance calls. The Nome Vol unteer Fire Department responded to one fire call during this period. NPD responded to 24 calls reporting intoxicated

persons needing assistance. Nobody was remanded to AMCC as protective hold; and eight persons remained at the hospital for medical eval uation/treatment.

Arrests
A total of 9 arrests made with 9 (100%) alcohol re-

Monday, March 21, 2022 Charges: Assault in the fourth degree; two counts of Violating Conditions of Release. Name: Wood-row Kitchen. Location: E. 3rd Ave. Charge: Violating Conditions of Release. Name: Wagner Mokiyuk. Location: E. N St.

Tuesday, March 22, 2022 Charge: Assault in the fourth degree. Name: Crystal Miklahook. Location: Front St. Charge: Three counts VCOR. Name: Brian Ayek. Location: Front St.

Thursday, March 24, 2022 Charge: Indecent exposure first degree; VCOR. Name: Troy Walker. Location: Front St.

Charges: Criminal trespass in the second degree

Probation Violation. Name: Sergie Obruk. Location: E. Nugget Alley.

Friday, March 25, 2022 : Warrant Arrest. Name: Andrew Ozenna.

Charge: Warrant A Location: Front St.

Saturday, March 26, 2022 Charge: Violating Conditions of Release. Name: Paul Tomalonis. Location: Front St.

Sunday, March 27, 2022 Charges: Criminal trespass in the first degree; Probation violation. Name: Magdeline Omiak. Lo-

cation: E. 3rd Ave.

Disclaimer: This is a record of activity. The issuance of citations or the act of arrest does not assign guilt to any identified party.

Disturbance: On 03/18/22 at approximately 12:17 a.m., Alaska State Troopers received a report that a prisoner at the St. Michael holding cell tried to light the cell on fire. Investigation is ongoing. No property was damaged in the attempt.

Trooper Beat

Disturbance: On 03/18/22 at approximately 12:21 a.m., Alaska State Troopers received a report of a disturbance. Upon investigation, no physical altercation was determined to have taken place, and no danger was imminent. This incident has since

Miscellaneous: On 03/18/22 at approximately 8:49 a.m., Alaska State Troopers conducted a Village Visit.

Miscellaneous: On 03/18/22 at approximately 8:54 a.m., Alaska State Troopers conducted a Village Visit.

Shishmaref Assist Public: On 03/18/22 at approximately 1:20 p.m., Alaska State Troopers assisted in a Public Matter. This incident has since been closed.

Search and Rescue: On 03/18/22 at approximately 2:28 p.m., Alaska State Troopers received a request from the Iditarod HQ for a SAR. A musher had initiated her SOS beacon on the Iditarod Trail. The musher and two dog teams were transported to safety by search teams

Assist Agency: On 03/18/22 at approximate p.m., Alaska State Troopers assisted a VPSO regarding a DV crime

Miscellaneous: On 03/19/22 at approximately 12:29 p.m., Alaska State Troopers conducted a Village Visit.

Gambell

Theft: On 03/19/22 at approximately 12:30 p.mm., Alaska State Troopers received a report of a theft. An individual reported that 10-15 gallons of heating oil had been stolen from her oil tank. The incident has since been closed pending further evidence and/or leads.

Saint Michael Harassment: On 03/19/22 at approximately 12:41 p.m., Alaska State Troopers received a report of harassment.

Violation of conditions: On 03/19/22 at approximately 1:51 p.m., Alaska State Troopers received a report of an individual in possible Violation of their Conditions.

Lost/Found Property: On 03/19/22 at approximately 8:42 p.m. Alaska State Troopers received a report of an individual's lost property involving a gray backpack.

experience is required. Refrigeration Technician (Nome):

Fisheries Biologist (Nome and Nome or Unalakleet):

The Refrigeration Technician ensures that equipment and facilities at NSSP

ment programs. A high school diploma and at least 2 years of realated

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):

operate efficiently

NSEDC Job Opportunities

Community Benefits Specialist (Anchorage):

The Community Benefits Specialist assists with coordina-

tion and facilitation of all Community Benefits Depart-

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.

Court

Court Week ending 3/25/22 Civil

Deshawn Keith Williams v. Yvonne Renee George; Unmarried Parents AGREE on Parenting

Jurina Demetria Isom v. Michael Harold Isom Spouses Without Minor Children (not pregnant) do NOT Agreee on All Issues to End Marriage Not Published v. Trayton Ballot; Domestic Vio-

lence: Short-Term
Mary Willoya v. Leonard Willoya; Domestic Violence: Short-Term Janis Menadelook v. Robert Rose; Domestic Vio-

lence: Short-Term This is a record of court filing activity. The civil filings of protective order petitions do not reflect that the court issued an order or made a judgment.

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

Criminal

State of Alaska v. John Robert Culp (3/13/75); DUI-Operate Vehicle Under Influence; Date of Offense: 3/20/22; 30 days, 27 days sus-

pended; Report by 5:00 p.m. on 3/31/22 to AMCC; Fine: \$1,500, due 3/23/23; Police Training, Initial and Suspended Jail, Surcharges due; Cost of Im-prisonment: 1st Offense: \$330, full amount or-dered and due now; Restitution: In an amount to be determined; Crim. R. 32.6; State must file proposed restitution judgment within 90 days; Obey Driver's License Directives: Driver's license is revoked for 90 days; Use and Ignition Interlock Device: After you regain the privilege to drive or obtain a limited license, you must use an IID as directed, for 6 months; Costs of IID will be deducted from the fine if you file proof of payment before the fine due date; Probation for 1 year (date of judgment: 3/23/22); Obey all direct court orders listed above by the deadlines stated; Obey all state, federal, and local laws and ordinances; Do not con-

sume alcohol, must remain sober.
State of Alaska v. Eugene Fenton (1/19/56); Amended Judgment and Order of Commitment/Probation; CTN 001: Felony DUI - 2+ Priors, C Felony; CTN 002: Assault 4 - Recklessly Injure; Offense Dates: 277/21; Separate misde-meanor judgment also issued in this case; The fol-lowing charges were dismissed: CTN 003: Violate Condition of Release for Felony; Dismissed by

Prosecution; Sentencing date: 8/31/21 with counsel, Public Defender Agency, and the DA present; CTN 001: 360 days, 240 days suspended; Unsuspended 120 days shall be served consecutive to the time imposed in ctn 002; Surcharges and Costs, due as stated in judgment; Provide oral DNA sample when requested to do so; Probation for 3 years (date of judgment: 8/31/22: General and Special Conditions of Probation set, as stated

and Special Conditions of Probation set, as stated in order; Any appearance or performance bond in this case: is exonerated.
State of Alaska v. Henry W. Adams (11/27/94); CTN 001: Import Alcohol-Dry Area-Small Amt; Date of Offense: 12/10/19; Dismissed After Successful Completion of Probation Under

After Successful Completion of Probation Under an SEJ - CrR 43(b)(2).

State of Alaska v. Arnold Mueller (9/6/81); 2NO-21-46CR Amended Judgment 3/24/2022 PS; CTN: 001: Harassment 1; Date of Violation: 1/22/21; Any appearance or performance bond is exonerated; CTN Dismissed: 002: 90 days, 90 days suspended; Probation until 3/23/23; Shall comply with all court orders by the deadlines stated; Shall obey all state, federal, and local laws and ordinances.



Photo by Nils Hahn

MADE IT — Iditarod Trail Invitational participant Christof Teuscher of Portland, Oregon walked into Nome on Wednesday, March 23. Teuscher was the second walker to finish the ITI

Strait Science on NPRW

By Peter Loewi

Jessica Crance, a bioacoustician at the Marine Mammal Laboratory at NOAA Fisheries Alaska Fisheries Science Center, gave the most recent Strait Science series talk on the North Pacific right whale.

There are three species of right whale: Southern right whale, North Atlantic right whale and North Pacific right whale. Crance's talk focused on the North Pacific right whale, which has two major subgroups. The western population of the North Pacific right whale, found in Japanese and Russian waters, is estimated to be in the low hundreds. This population is genetically distinct from the eastern population, which is found in U.S. and Canadian waters. The eastern population, which feeds in the Bering Sea and in the Gulf of Alaska, is estimated to be in the low

With an estimated eight females — a recent study suggesting that the ratio of male to female right whales is 3:1 — learning about this population is critically important.

Right whales are best known for

their white spots, called callosities. These are spots of dead skin covered with whale lice; it is these cyamids which are white. Interestingly, even these lice might be endangered. Since these patterns, like humpback flukes or human fingerprints, are unique, they are used to track and monitor the individual whales.

Crance went in depth talking about right whale calves because "we haven't seen a calve in this population in a very long time," she said. Such sightings are rare and would be important, because the last one was about 16 years ago. Mothers gestate for 12-13 months, and calves, which are 15 feet long at birth, nurse for about another year. Calves do not have callosities, because they do not have dead skin yet.

However, because they are so rare, habitat information, such as their calving grounds or migratory routes, is mostly unknown. The eastern population of the North Pacific right whale feeds in the southeast Bering Sea and the Gulf of Alaska around Kodiak. Sightings have been made in Hawaii and around Baja California, but there has only been

one confirmed high-low latitude match, using the callosity patterns, which was in 1996.

In recent years, there were two pairs sighted in the Gulf of Alaska. Even more exciting, one in each pair was a new animal, unmatchable to others in a database of previous sightings. On August 21, one new right whale was seen with one right whale which matched one sighted on June 12 by Fisheries and Oceans Canada near Haida Gwaii. Three days later, on August 24, another new right whale was seen with a whale first seen in 2006 in the Barnabus Trough. As there have not been matches across the Aleutians, it is suspected that the right whales which feed in the Bering Sea and the right whales which feed in the Gulf of Alaska are different subgroups.

While difficult to obtain, biopsy samples can be taken from afar. A crossbow can be used to take a plug of skin and blubber, which can tell sex, reproductive status, and which stock the whale is from. Recent bi-

continued on page 14

Legals

US Army Corps of Engineers Announces Northeast Cape Public Meeting

The U.S. Army Corps of Engineers (USACE), Alaska District announces a public meeting to present the findings of the Second Five-Year Review and Periodic Reviews for the Northeast Cape Formerly Used Defense Site (FUDS) on St. Lawrence Island, and to present proposed 2022 field work. The Five-Year Review addressed cleanup activities regulated under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), while the Periodic Review addressed sites that are solely petroleum contaminated and not regulated by CERCLA.

Environmental concerns at the Northeast Cape FUDS are divided among 34 sites. Remedies to address environmental concerns were documented in two Decision Documents in 2009. The remedies were implemented from 2010-2014. The Five-Year and Periodic Review process evaluates the implementation and performance of the selected remedies and determines whether these remedies remain protective of human health and the environment. The reviews found the following:

Protectiveness Determinations

Protective – Sites 1, 21, 31, and 32 are protective, and therefore are recommended for No Further Action. Site 28 has met the remedial action objectives for the site under CERCLA.

Will Be Protective – Sites 3, 6, 7, 8, 9, 10, 11, 13, 15, 16, 19, and 27 will be protective upon full completion of the remedy, which includes the filing of a Deed Notice.

Short Term Protective – Sites 8, 15, and 28 require additional action related to residual petroleum contamination.

Planned 2022 Field Work

Petroleum-contaminated soil will be further delineated at Site 8. Maintenance and sampling of groundwater wells will be conducted at the former Main Operations Complex. Residual petroleum-contaminated soil will be excavated and removed from Site 15. Dredging will be utilized to remove petroleum-contaminated sediment at Site 28. Roads, land use control signs, and the Site 7 landfill gravel cap will be maintained.

Detailed information concerning the Northeast Cape FUDS cleanup efforts is available at three information repositories:

University of Alaska Anchorage Consortium Library (907) 272-7547 Savoonga City Hall (907) 984-6614 Sivuqaq Corporation Building (907) 985-5826

Public Meeting Notification

A public meeting will be held Wednesday, April 06, 2022 at 6:00 PM at the Savoonga City Hall to present the findings of the Second Five-Year Review, Periodic Reviews, and to present the proposed 2022 field work to address the recommendations made as a result of the reviews. To join via teleconference, call 1 (907) 205-5092, access code: 401237989#

For more information, contact:

USACE, Alaska District Andrew C. Sorum Project Manager 907-753-2575

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.



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

•Strait Science

opsies from a whale seven miles south of St. Lawrence Island came back as from the eastern right whale population stock, and three weeks later was again sighted around Chukotka.

Crance explained that satellite tags were tried in 2004, 2008, and 2009, but while they were effective in showing location inside the Bering Sea or inside the Gulf of Alaska, all tags fell off before they could show migration routes.

Why is so little known about the North Pacific right whale?

Unlike the North Atlantic right whale, of which there are around 350 and live along the east coast of the USA, logistics in Alaska make full scale surveys few and far between.

And that is where Crance's work as a bioacoustician comes in. She uses passive acoustics to identify and monitor right whales, which make three calls. Their predominant call sign is like a gunshot sound, but they also make up sweeps and a down sweep which sounds like a moan. In the short-term, she uses sonobuoys, which have a series of hydrophones, and when using ones in multiple locations, they can triangulate the whale's location. In longer-term studies, they have year-long passive recorders at 20 sites. Crance explained that these are a useful tool for population monitoring because they are usable year-round when vessels aren't.

Their results show a consistent annual detection in the Bering Sea, and increasingly in the North Bering Sea, too. The distribution correlates with temperature, and in warmer years, there are more soundings in the north. Crance thought that this had to do with the cold pool, and the distribution of the right whale's food.

Unfortunately, bowheads make some of the same calls, too, and they can be impossible to differentiate. They hope to solve this by studying the song itself. The song has a hierarchical structure similar to humpbacks, and they have found four unique song types in the Bering Sea. Remarkably, these songs have remained the same for the last eight years, too, and Crance said it might be a reproductive display. The songs in the Bering Sea and the songs in the Gulf of Alaska are slightly different, but as it appears as if only the eastern population of only the North Pacific right whale sings, there is still much to study.

Crance also took the time to explain some of the research happening around her, including proof of concept collaborations with Canadian

Dept. of Fish and Oceans researchers. Dana Wright is doing a PhD at Duke University looking to uncover calving grounds through isotopes in baleen. This is similar to the genomic sequencing that a previous Strait Science speaker talked about in identifying Alaskan Hare range through pellet samples. There are also studies looking to use machine learning to analyze the soundings, which warp over time and distance.

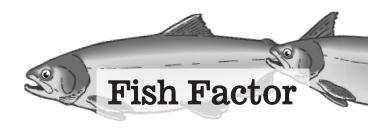
Before opening up the talk to questions, Crance talked about the February 7, 2022 sighting by commercial fishermen of right whales just north of Unimak Pass in the Aleutian Islands. This was the first documented sighting of winter feeding. The sighting was reported by the fishermen, and a notice went out through the U.S. Coast Guard and an automatic AIS notice to ships going through the region to be cautious. This kind of shared information from people out in the sea "really does help us piece together this puzzle," Crance said.

The talk generated a lot of comments and questions, including from as far as Utqiagvik. One caller asked how close the cod fishermen were when they sighted them in February. Crance explained that they were a couple hundred yards away, and that the photos were good enough to identify the species, but not the individuals. Right whales frequently associate with other species of whales, and in this case, they were seen with 8-10 other pairs of humpback whales. The humpbacks came much closer than the rights.

Asked about life expectancy, Crance said that "short answer, we don't fully know," but it is thought to be at least 70 years. Bowheads are known to live to 150 years old. Entanglement and vessel strikes are certainly threats to the longevity of

Many people asked about another threat, noise pollution. This is big issue, Crance said, because right whales rely heavily on acoustics to communicate, and more noise makes it harder to be heard for any marine mammal. It also can hinder detection of whales inside of louder waters, and as traffic increases through the Bering Strait, noise will, too.

If you see a right whale, with a wide, flat back and no dorsal fin, or the distinctive V-shaped blow, please report it. If possible, include time and date, location, number, and their behavior. Photos and videos would also help with the cataloging of the North Pacific right whale.



continued from page 11

based Frontier CBDs to make treats from hemp isolate combined with wild salmon oil.

"We didn't mess around with small amounts of CBD. We loaded each treat with 15mg," Erickson

Erickson is currently building a larger facility to accommodate growing demand. She envisions it might be a licensed processing facility that can accommodate other entrepre-

The state does not do food safety audits on pet food makers, she said, which has blocked AlaSkins from breaking into big markets like CostCo. Erickson credited Senator

Peter Micciche (R-Soldotna) for helping to find a solution to that deal

"Alaska really needs to start focusing on different revenue streams," she said. "Instead of just selling our fish, sell the wastes. I want Alaska to start marketing this whole line that says Alaska seafood isn't just for people, it's also for pets.'

AlaSkins can be found in nearly 20 outlets from Southeast to Fairbanks and at Erickson's retail store at 44109 Sterling Highway in Sol-

For a touch of 'surf and turf,' also take home a moose antler dog chew.

• Employment

NOME CONVENTION & VISITORS' BUREAU DIRECTOR

Department: Nome Convention & Visitors' Bureau

Reports to: Nome Chamber of Commerce Executive Director & Board of Directors

Supervises: Administrative Assistant, Temporary/Seasonal Office Aides, Volunteers, & Community Service Workers

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

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

ease contact the NCOC at 443-3879 or <u>director@nomechamber.com</u>. Applications are also available at the Nome Job Center. 443-2626

KING ISLAND NATIVE CORPORATION

OPEN POSITION: Office/Retail Manager



Company: King Island Native Corporation ("KINC")

Job Title: Office/Retail Manager **Position Type:** Regular Full-time

Compensation Range: DOE Board of Directors, Board President Reports To: 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.

- · 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
- Developing, evaluating and reporting on new business opportunities, and monitoring, managing and reporting on existing
- 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
- · 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.
- erforming 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

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.
- . 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.

