



## Vacancy Announcement

### Communications & IT Specialist

Position Title: Communications & IT Specialist  
Salary: Depends on Experience  
Date of Hire: September 20, 2022 or until filled  
Location: Fairbanks, AK or Remote

#### **Scope of Position and Summary:**

The Alaska Native Women's Resource Center (AKNWRC) seeks an organized and detail oriented individual to fill the position of Communications and IT Specialist (CITS). This individual will work under the direction of Communications Manager. The CITS will have a wide array of responsibilities, including creating and managing content for websites, newsletters, social media platforms, email campaigns and printed material as well as management of computer hardware and software systems for the Organization. This person is responsible for management of computer hardware and software systems for the organization and will provide technical assistance to all staff at AKNWRC.

AKNWRC is an equal opportunity employer offering an excellent salary. This position will remain open until filled and dependent on available funding (including grants and other sources). Salary is commensurate with experience.

#### **About the AKNWRC:**

The Alaska Native Women's Resource Center is a non-profit Technical Assistance organization dedicated to strengthening local, tribal responses to interpersonal violence through community organizing efforts advocating for the safety of women and children especially victims of domestic violence and/or sexual assault and how it effects our villages and families. Our mission is to uphold the sovereignty of Alaska Native tribal nations so we can restore safety for Native women and their children.

#### **Responsibilities:**

- Maintain the media contacts database
- Proofread and edit materials for staff
- Create and post content for social networking sites such as Facebook, Twitter, etc.
- Maintain public mailing lists and keep updated contact lists.
- Provides technical support to staff.

- Assist staff in ordering Advocacy Product products.
- Assist with posting website content and ensuring accessibility compliance.
- Provide website maintenance and ensure system updates.
- Help prepare digital templates, newsletters and e-blasts for delivery.
- Assist with compiling analytics reports for organization's communications channels (ex. social media, website, and email campaign system).
- Support with the maintenance of equipment and operations of services including inventory.
- Work closely with the Lead Administrative Assistant to Maintain Equipment (Property) Log and Software subscriptions
- Minimal programming of scripts for web application deployment
- Setting up and updating virtual meeting platforms
- Assist with Managing Mail chimp, sending out notices
- Provide AV/IT support during webinars and in-person events

**Qualifications:**

- High School Diploma with preference for an A.A.S. in Computer Sciences.
- 1 year of experience providing technical support in marketing and/or computer and technology services.
- Basic knowledge of infrastructure, application programming, and web & software applications.
- Able and willing to quickly learn and adapt information in a fast-paced project-based environment.
- CMS (WordPress) and HTML experience a plus.
- Must be a detail-oriented person who is very meticulous about their work.
- Be a self-starter as well as able to work as a team member
- Trustworthy
- Excellent time management skills

Interested applicants may apply by sending a cover letter, resume, and list of three references to Tami Truett Jerue [recruitment@aknwrc.org](mailto:recruitment@aknwrc.org)