

# First Alaskans Institute

*Advance Native Peoples and communities through community engagement, information and research, collaboration, and leadership development.*

## **Policy & Research Coordinator, Alaska Native Policy Center**

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Location: First Alaskans Institute, Anchorage Alaska  
Reports to: Director, Alaska Native Policy Center  
Wage: TBD  
FTE: 1.0 Regular Full-Time Equivalent  
FSLA Designation: TBD  
Date Amended: December 2008

### **Essential Function**

The Policy & Research Coordinator helps to build, coordinate and implement the Policy Center strategic plan; creates and conducts thorough research, analyzing and critiquing research, policy, and issues relevant to the Alaska Native community; develops, writes, produces and disseminates key information in support of the Alaska Native Policy Center – a Native “think tank,” research information center, and catalyst of public dialogue.

The successful candidate will provide the professional skills necessary for all phases of this position and is a team oriented producer of information relevant to and on behalf of the Alaska Native community in pursuit of and in alignment with the First Alaskans Institute’s mission “Advancing Alaska Natives” and the Policy Center’s vision of “Native Minds Shaping Our Future”.

### **Duties and Responsibilities**

- Coordinates activities, helps to build and maintain the fluid operation of the Policy Center as part of First Alaskans Institute
- Develops and conducts high-quality and thorough research, creating and implementing research plans and a research management system to ensure successful and ongoing in-depth research portfolios
- Analyzes and critiques research, policy and issues important to Alaska Natives, developing analyses that address research questions
- Develops, writes, advances, links and disseminates research and information relevant to the Institute and the Policy Center’s mission to provide Native leaders and other policy makers with the best available knowledge in order that Alaska Natives be proactively involved in and influence the issues that impact the lives and future of Alaska Natives
- Supervises contractors, consultants, interns, and temporary employees as directed
- Represents the Policy Center/Institute in various capacities, including presenting research and reports, collaborating and working with Policy Center/Institute partners, and working on the development and fundraising efforts of the Policy Center/Institute
- Providing additional support to Senior Management on special projects and other duties as assigned

### **Skills & Abilities**

- Strong research skills (including but not limited to government, policy, and law), possessing the ability to implement demographic and related research projects, including

survey and primary and secondary research projects; Ability to analyze data with basic to advanced statistical methods, interpreting results, and providing written summaries of data analyses

- Strong interpersonal skills, such as people and communication skills, necessary to being a team player and working in a diverse community as a representative of First Alaskans and the Alaska Native Policy Center; Ability to communicate complex issues clearly and compellingly to a variety of audiences
- Ability to take direction, be a clear communicator and follow through on complex issues in a team environment, while possessing the ability to work independently, demonstrating initiative and judgment related to the needs and priorities of this position, and perform requested tasks with minimal direction preferred
- Strong and demonstrable writing skills, including but not limited to academic, technical, and business writing necessary for conducting successful, efficient, and meaningful discourse, publication and distribution
- Strong facilitation and dialogue skills, able to facilitate difficult dialogues, public meetings, panels, workshops and forums
- Ability to creatively contribute to a professional environment advancing FAI and Policy Center mission, vision, and strategic plans
- Proficiency with standard workplace software such as the MS Word, Power point, Excel and Outlook, as well as Access and SPSS or comparable programs
- Knowledge of Alaska history, state and federal laws, policies and legislation as they pertain to the status and rights of Alaska Natives
- Possess knowledge and has experience working with Alaska Native people and organizations, demonstrating a strong understanding and sensitivity of Alaska Natives, Alaska Native communities, and the issues that are the subject of the First Alaskans and the Policy Center's work, research, and relationship to the Alaska Native community including its traditional, political, and social organizations and cultural ways of life

### **Education/Work Experience**

A bachelor's degree or higher in any field that demonstrates possession of the requisite knowledge, skills and abilities for successful implementation of this position. At least 4 years of relevant work experience (relevant combination of work experience and education may be substituted if applicable). Knowledge of and work experience within the Native community is required.

*Fax or email your resume with a letter of interest, three references and a brief writing sample to (907) 677-1780 or to [info@firstalaskans.org](mailto:info@firstalaskans.org). The application period for this position will remain open until close of business on January 7, 2008. Please visit [www.firstalaskans.org](http://www.firstalaskans.org) for further information.*

*First Alaskans Institute is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication to explain the responsibilities, advertise the job and identify performance measures and potential training needs.*