

<b>Auto req ID</b>	938BR
<b>Subsidiary</b>	Ahtna Inc
<b>Job Location (State)</b>	Alaska
<b>City</b>	Anchorage
<b>Posting Title</b>	Communications Project Manager
<b>Posting Type</b>	External & Internal
<b>Job Description</b>	<p>The Communications Project Manager is responsible for assisting the Communications Director in Ahtna, Incorporated communications and marketing activities to include supporting and communicating business development activities and marketing strategies to best position the company within the marketplace. The Communications Project Manager will work to ensure messages are consistent with the overall brand and meet company standards to maintain and promote the positive company image. Additionally, the Communications Project Manager will help to drive the communications/marketing strategy, promote communications and marketing innovation, focus on client satisfaction, collaborate with the Ahtna management team to improve corporate communications, solve problems creatively, and demonstrate high integrity, creativity, and excellence in Ahtna's communication internally and externally.</p>
<b>Salary</b>	DOE
<b>Essential Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in implementing Ahtna's Corporate Communications and Marketing Strategy.</li> <li>• Assist the Communications Director in marketing strategies for new and repeat business. Responses may require written responses, client presentations and marketing collateral.</li> <li>• Copy write, proofread, and revise communications.</li> <li>• Support and maintain communications policy, procedures, standards, and quality assurance.</li> <li>• Serves as a company interface to the business, public, shareholders, and agency communities through press releases, announcements, meeting engagements, website, and multimedia materials.</li> <li>• Marketing Collateral: Manage the development, design, and maintenance of brochures and other standard company materials.</li> <li>• Develop creative, copy and design for advertisements.</li> <li>• Create content for social media posts, track response rates and monitor and respond to online activity.</li> <li>• Manage the in-house creation and distribution of employee and shareholder newsletters and reports.</li> <li>• Develop Public Relations strategies, campaigns, and initiatives to maintain the company's corporate image, identity and brand.</li> <li>• Assist in ensuring the objectives of the Ahtna, Inc. President and Board are met regarding any legislative, congressional, ANCSA and Board of Director project directives, on an as needed basis.</li> <li>• As requested by supervisor, coordinate with all Ahtna, Inc. committees and AI Board.</li> <li>• Help manage the Communications and Marketing for Ahtna, Inc. special events, including but not limited to the annual meeting of shareholders, other shareholder information meetings, and company and industry events.</li> <li>• Perform administrative, desktop publishing, graphic design, multimedia, and website maintenance functions.</li> <li>• Monitor and track all communication projects to ensure that deadlines and budget requirements are met.</li> <li>• Act as a point of contact/troubleshooter for print production vendor related questions/problems as they arise.</li> <li>• Perform any other duties as assigned by management.</li> </ul>
<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Marketing or Communications or related field</li> <li>• Minimum of seven (7) years of previous communications / marketing experience</li> <li>• Proficiency in Microsoft Office (Word, PowerPoint, Outlook) and Adobe Creative</li> </ul>

Cloud Programs (InDesign, Photoshop and Illustrator).

- Strong presentation and communication skills including copywriting and editing.

**Preferred  
Qualifications**

- Proficiency in Microsoft Visio and Excel, and WordPress Content Management System (CMS).
- Experience and knowledge of Alaska Native cultures and Corporations.

**Shareholder Preference**

Pursuant to PL 93-638, as amended, preference will be given to qualified Ahtna Native Corporation Shareholders, Descendants, and Spouses in all phases of employment.

**Physical Demands  
(Note: Reasonable  
accommodations  
may be made to  
enable individuals  
with disabilities to  
perform the  
essential job  
functions.)**

Frequent sitting for prolonged periods of time, using hands/fingers requiring dexterity and coordination to handle files and single pieces of paper, reaching with hands and arms for items above and below desk level, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); walking from place to place within the office with occasional use of stairs and no elevator available; bending, pushing, pulling, and standing for up to 2 hours; occasional lifting of up to 25 pounds such as small office equipment, files, stacks of paper, reference and other materials.

Work is performed in an office setting with ability to speak and receive phone communications often. Work requires computer usage with strength, dexterity, coordination and visual acuity to use keyboard and video display terminal and other office equipment. Travel may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision**

This position has no supervisory responsibilities.

**Work Environment**

The work environment characteristics described in this job description are representative of those an employee encounters while performing the essential duties and responsibilities of this job.  
Work primarily performed in an office setting.