



RESOURCE DEVELOPMENT COUNCIL

Growing Alaska Through Responsible Resource Development

Job Title: External Affairs and Policy Coordinator

Reports to: Executive Director

Status: Full time

Location: Anchorage, Alaska

Job Purpose: The External Affairs and Policy Coordinator supports the Executive Director in the execution and coordination of external affairs, public policy, and governmental relations programs, including outreach programs to the public and resource development community in support of the Resource Development Council for Alaska's (RDC) mission of growing Alaska through responsible resource development for the oil and gas, mining, fishing, timber, and tourism industries.

Basic Qualifications: Must have strong organization skills, excellent written and verbal communication skills; ability to work under deadlines, multitask and problem solve; understanding of social media platforms, computer software proficiency; ability to work well with staff, volunteers, and members. Knowledge of Alaska's resources industries operations preferred. A passion for Alaska's resources industries a must!

Education and Experience Requirements:

- Bachelor's degree in related fields of political science, public policy, law, natural resources, or related discipline preferred, or equivalent work experience. Master's degree in public policy or Law degree a plus.
- Experience working with business community and understanding member associations preferred.
- Demonstrated knowledge of legislative and regulatory governmental processes required.
- Experience in legislative or administrative government setting or government relations work preferred; work on political campaigns a plus.
- Excellent written and verbal communication skills.
- Minimum 3 years experience preferred.

Essential Job Duties:

- Provide research and writing support to the Executive Director on issues relevant to the association's government affairs including, but not limited to, tracking legislation, regulations, drafting testimony and comment letters, editorial pieces, member engagement practices, and surveys.
- Support and attend association government affairs program events, occasionally functioning as a liaison for the organization.
- Support Executive Director in all external affairs activities including association communications.
- Assist with planning, coordination, and execution of all statewide events. Most events occur in Anchorage, but occasional travel is necessary to Juneau, Fairbanks, Kenai, and other statewide locations.
- Coordinate with the Executive Director and Membership & Events Manager to draft regular communication to members about events general news, member info and programs.
- While maintaining consistency of key messaging, assist with development and planning of regular content for social media platforms and website content, in collaboration with the Executive Director.
- Assist with editing information before distribution and perform editorial quality control for good grammar, punctuation, visual appearance, and style consistency.



TOURISM



FISHERIES



OIL & GAS



MINING



FORESTRY



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Knowledge, Abilities and Skills

- Effective communication and public relations skills.
- Must stay up to date with current events; ability to read, analyze, and interpret general news and business periodicals, professional journals, technical procedures/reports/documents, or governmental regulations and legislation; to write content, reports, and other correspondence in a way that is accessible to a wide audience.
- Skilled in establishing and maintaining cooperation, understanding, trust and credibility with members.
- Excellent organization skills and ability to prioritize projects.
- Ability to use creativity and innovation in problem solving. Constructive thinking, alternative short- to-long-term solutions considered, and action plans developed and implemented.
- Advanced ability to operate computers and relevant software programs; can demonstrate the ability to quickly self-learn workplace software and applications such as MemberClicks, Adobe Creative Suite (or equivalent), Zoom (or equivalent), Microsoft Office, basic familiarity of web development using applications.
- Highly collaborative and able to work in high-pressure situations with tight deadlines.
- Consistently optimize within and navigate through ambiguity to meet objectives.
- Ability to perform well with minimal oversight. An independent work ethic is key.
- Strives for innovation and champions new technology and processes to streamline tasks and propel the organization. Keep the organization up to date on trends and best practices in the associations/member engagement space.
- Attend and participate in weekly staff meetings; contribute to maintaining the office in a professional and orderly manner.
- Maintain awareness and understanding of all RDC events and programs.
- Provide support to Executive Director as needed, including preparing reports and participating in board meetings.
- Other duties as assigned.

Physical Demands and Work Environment:

- Work environment is a typical office work environment with approximately 80% indoors, 20% outdoors (varying conditions of driving and walking), sitting, seeing, speaking, hearing, manual dexterity, and ability to lift 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
- Must be able to travel for the position 2-3 times per year.
- Ability to work evenings and weekends as necessary.

Salary and Benefits:

- The anticipated salary range for this position is \$65,000 - \$80,000, depending on the position offered. Not all candidates will be eligible for the upper end of the salary range. Exact salary will depend on multiple factors, including the successful candidates' skills, experience, and other qualifications. In addition to base salary, performance and other discretionary bonuses may be available.
- RDC provides excellent benefits including generous leave policies based on years of service; employer-covered health and dental insurance premiums, vision benefits; and 401(k) employer match upon completion of eligibility period.

**HOW TO APPLY: SUBMIT A RESUME, COVER LETTER, REFERENCES AND WRITING SAMPLE
VIA EMAIL TO LEILA@AKRDC.ORG**

POSITION OPEN UNTIL FILLED



TOURISM



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MINING



FORESTRY