



JOB ANNOUNCEMENT
Operations Manager

Position Description: The Kuskokwim River Inter-Tribal Fish Commission's (KRITFC) Operations Manager oversees human resources; monitors payments, contracts, and licenses; arranges travel logistics; and performs office/clerical duties. They work closely with the Executive Director, and other team members to maintain day-to-day operations for KRITFC staff, Executive Council members, and Commissioners.

Desired Qualifications Include:

- Demonstrated work experience or coursework in human resources, event/travel coordination, and office management.
- Familiarity with and willingness to learn local, state, and federal licensing, regulations, and contracts.
- Strong MS Excel, MS Word skills, and ability to learn new software and systems.
- Ability to prioritize duties, multi-task, and meet multiple deadlines.
- Willingness to work independently or collaboratively as part of a team.
- Comfortability with occasional urban and rural travel.

Position Responsibilities Include:

- Overseeing human resources duties, including maintaining full-time/seasonal/contracted employee files; depositing payroll and reimbursements; maintaining employee benefits; and maintaining safe and healthy work environments.
- Overseeing all stipends and payment deposits for Executive Council members, In-Season Managers, Elder Advisors, and Commissioners.
- Creating and maintaining vacation, holiday, and health benefits accrual schedules.
- Maintaining and updating city, state, and federal licenses and contracts.
- Ensuring payment of all rents, utilities, and subscriptions.
- Arranging flights, hotel reservations, and event spaces for in-person meetings.
- Attending meetings and taking minutes.
- Checking and responding to mail; scanning and organizing files; and other clerical duties.

Location: Anchorage, AK (remote work may be an option).

Salary: Part or full-time, up to 40 hours/week, flexible depending on experience. Highly competitive wage with other similar positions. Salary (DOE).

Please contact Kevin Whitworth, Executive Director, at 907-574-0388 or kevinwhitworth@kritfc.org for more information or to apply.