
JOB DESCRIPTION**PROJECT HIRE: AFFORDABLE CONNECTIVITY PROGRAM OUTREACH
OUTREACH SUPPORT TECHNICIAN****POSITION SUMMARY:**

International Data Systems, LLC (IDS), a subsidiary of the Kijik Corporation, is hiring up to four individuals to support its community outreach efforts as part of IDS contract under the Federal Communications Commission (FCC), Affordable Connectivity Outreach Program. This position will provide information to the public about enrollment in the FCC Affordable Connectivity Program (ACP), with emphasis on outreach to Alaska Native & American Indian Communities in Alaska. Applicants will interact with individuals at in-person outreach events in Anchorage and the surrounding area. If hired, applicants will be trained on FCC Affordable Connectivity Program goals, program plan and outreach materials.

Applicants should be available to work 6-8 hours a day for approximately 6-10 day each month from February to June 2024, depending on outreach activity schedules. All employees must project a professional company image through in-person, email, and phone interactions.

REPORTS TO:

IDS's Subsidiary General Manager located in Anchorage, Alaska. Supervision may be delegated to the Project Manager.

EMPLOYMENT STATUS:

This position is non-exempt on-call position for the duration of the project.

LOCATION AND WORK SCHEDULE:

Anchorage, Alaska.

8 Hour Pre-event training: scheduled prior to first outreach event. Specific dates/times are TBD.

6-8 Hour Outreach event: Set-up, outreach event, and break down. Specific dates/times are TBD.

1 Hour: Post-event debrief: Post-event debrief with the project manager, can be accomplished via phone or Zoom meeting.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- Valid driver's license.
- Willingness to work weekends and flexible hours during outreach events.
- Ability to interact respectfully and politely with members of the public.

This position is subject to a background check. Location-specific requirements (such as no tobacco use on premise) may also apply during outreach events.

KEY SKILLS

- Customer service focus.
- Willingness to be friendly and help customers.
- Familiarity with navigating the internet.
- Arriving at the work site location on time, prepared to start activities.
- Ability to effectively communicate with supervisors, crew members and the public.

SALARY RANGE:

\$25.00 per hour.

As a non-exempt position, this employee will be eligible for overtime if you work more than 8 hours in a day or 40 hours in a week; however you may only work overtime if pre-approved in writing by the Subsidiary General Manager.

APPLICATION OPEN AND CLOSE DATES:

Position opening date: 1/9/2024

Position closing date: 2/9/2024

APPLICATION SUBMISSION INSTRUCTIONS:

To apply for this position, complete the IDS application form and submit via email to info@kijikcorp.com. Include your name and "ACP OUTREACH" in email subject. Faxed applications, to 907-562-4945, are also acceptable.

All applications received prior to the closing date will be reviewed.

PREFERENCE STATEMENT:

IDS adheres to the Kijik Corporation hiring preference in favor of its Shareholders and Alaska Natives/American Indians to the greatest extent allowed by law.