

JOB DESCRIPTION

PROJECT MANAGER

POSITION SUMMARY:

International Data Systems, LLC (IDS), a subsidiary of the Kijik Corporation, is hiring one individual to work in the Anchorage office. This position will primarily support IDS communications, outreach and technical assistance contracts and internal subsidiary business functions addressing communications and outreach and related activities.

REPORTS TO:

IDS's Subsidiary General Manager location in Anchorage, Alaska.

EMPLOYMENT STATUS:

This position is full-time exempt position with average of 80 hours over a two-week pay period.

SALARY RANGE:

Depends on experience and qualifications: \$93,600 to \$110,000 salary per year for full-time status.

LOCATION AND WORK SCHEDULE:

The position location is Anchorage, Alaska, at the Kijik Corporation main office, 801B Street, Suite 401B. Free parking is available at the building in designated parking area for building 801B. Core business hours are Monday – Friday 9am-4pm. Employees may adjust start and end times based on business needs and the approval of the General Manager. Remote work is acceptable with prior coordination.

Working Environment: Generally, indoor office environment. While outdoors may be subject to site conditions, changes in temperature, weather conditions and noise levels.

DUTIES:

IDS INTERNAL SUBSIDIARY BUSINESS FUNCTION: IDS main business lines include IT remote help desk support and professional services including training and technical assistance, outreach, communications, research and evaluation and strategic planning and facilitation. Business and customer sectors include federal, state, and local government, non-profit, tribal and small businesses performing public, behavioral and community health sectors as well as rural development and infrastructure planning. The project manager will lead complex projects and tasks and provide support of corporate and subsidiary business functions includes:

- Responsible for drafting, managing, and disseminating external and internal communications, plans and products across numerous platforms.
- Manages projects by working with clients and internal corporate departments to determine the scope of projects, communications plans, quantity, distribution plans, and budgetary impacts.
- Monitors projects to make sure they remain on schedule and on budget.

- Collaborates with project team members, vendors, contractors and consultants on project delivery including scheduling of project, work ownership, and sign-offs for final product.
- Manages writing and coordination of communications collateral as needed, ensuring correct and consistent dissemination of messaging.
- Completes layout and design of simple marketing pieces as well as makes copy edits to documents and works with graphic designers when needed.
- Serves as a team lead and single point of contact in fast-paced work environment to respond to client needs and communications and outreach strategies, plans and media products.
- Manages assigned staff. Oversees schedules, performance, and execution of assignments. Develops goals and priorities and assigns tasks and projects. Develops staff skills and training plans. Counsels, trains, and coaches assigned staff. Implements corrective actions and conducts performance evaluations for staff.
- Identifies contract subject matter experts and contractors to perform specific communications or outreach activities such as graphic designers, media producers, media-buyers, research professionals and others related industry specialists.

IDS CONTRACT TO SUPPORT TO Federal Communication Commission's Affordable Connectivity Program (ACP). IDS's customer has received funding from the Federal Communication Commission's Affordable Connectivity Program (ACP) Outreach Program. IDS is under contract to deliver work over the next two years. IDS's contract includes developing communication tools for the program and conducting outreach. The goal of program and IDS contract is to support enrollment in the ACP and to raise awareness of the ACP among key demographics and communities. For this contract the Project Manager will be responsible for:

- Lead the development, implementation and dissemination of program branding, messaging and the creation of all communications products including: printed media products (flyers, brochures etc.) digital media products, videos, social media campaigns, radio, toolkits, presentations, scripts, media plans and schedules and other communications and outreach products.
- Lead and manage the purchasing of supplies necessary for supporting in-person and virtual outreach activities and "enrollment" events.
- Place regional and statewide media, including radio and social media. Coordinate media buys and track placement and market data.
- Develop Social Media campaign including custom posts and promoted post.
- Lead all aspects of the development of digital and video products including messaging strategy, script development, video shoot planning, talent recruitment, and work with production contractors to execute on-location video shoots as well as postproduction editing.
- Provide training to project partners and community members regarding the Affordable Connectivity Program and providers in local communities included in the contract.
- Tracking costs compared to budget and proactively addressing potential budget impacts with management.

- Ensures that all program materials and content are created and disseminated per the program plan on schedule.
- Leads teams of communications and media contractors to ensure deliverables are met in a timely manner.
- Travel to small and remote Alaska communities for short events may be required as part of this support.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- Possess a current valid driver's license.
- Bachelor's degree in business administration, marketing, communications, or related field.
- Minimum six (6) years' experience in communications, public relations and marketing tasks including:
 - Planning and participating in outreach events in remote/rural Alaska
 - Management of contractors and vendors providing graphic, digital, video and printed materials and other media and marketing products.
 - Leading the development and implementation of social media and digital. Includes tracking engagement, outcomes, data collection and related measures to gauge efficacy.
 - Leading the developing multi-media products including radio, video and photography
 - Creating informational handouts, event posts, PowerPoint presentation
 - Developing strategic communications plans, media plans, community reports
- Minimum two (2) years' experience supervising personnel.
- Proficient computer skills using Microsoft Office 365 software including Word, Excel, and Outlook, OneDrive
- Solid knowledge of general office procedures and equipment
- Solid knowledge of digital file management
- Professional communication and writing skills.
- Experience communicating and working with diverse cultural groups, specifically, Alaska Native and American Indian populations.
- Exceptional attention to detail, able to follow quality control procedures to produce finalized work.
- Experience with Adobe InDesign, Canva, or equivalent

PREFERRED QUALIFICATIONS:

- Experience with Tribes and Alaska Native Corporations
- Prior experience working in the communications industry (Advertising, marketing and PR firms)
- Experience in project/grants management, budgeting, and compliance
- Experience in graphic design and/or web design

CORE COMPETENCIES:

- Ability to develop, document, implement and continually improve processes and procedures.

- Self-Motivated- Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Communication - Ability to communicate effectively with others using the spoken word. Ability to communicate in writing clearly and concisely.
- Time Management - Ability to work in a high paced, demanding work environment, deadline driven schedules with the ability to organize work priorities.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Accuracy - Ability to perform work accurately and thoroughly.
- Confidentiality - Ability to preserve confidential information.
- Cooperation - Capable of working independently as well as with varying levels of personnel and work disciplines to accomplish a team atmosphere.

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.

APPLICATION OPEN AND CLOSE DATES:

Position opening date: January 3, 2024

Position closing date: January 31, 2024

APPLICATION SUBMISSION INSTRUCTIONS:

To apply for this position, please provide a resume and list three (3) professional references and submit via email to info@kijikcorp.com. All applications received prior to the closing date will be reviewed.

Note: This position is subject to a background check.