



RESOURCE DEVELOPMENT COUNCIL

Growing Alaska Through Responsible Resource Development

Job Description: Project Coordinator

Job Purpose: Manage work on issues related to informing the public on and achieving RDC's mission to grow Alaska through responsible resource development.

Education Requirements: Bachelor's degree, or equivalent in experience and qualifications.

Skills/Qualifications: Strong written and verbal communication skills, ability to problem solve, understanding of social media platforms, computer software proficiency, ability to write and present verbal testimony, and an understanding of Alaska industry operations and legislative process preferred.

Essential Job Duties

- **Issue work:** including researching issues, attending meetings, developing action alerts and comments, delivering testimony, and continually monitoring issues, prepare industry updates and white papers, and active participation in industry organizations as necessary.
- **Committee work:** including working with and supporting the Executive Director in board meetings, as well as legislative and other meetings.
- **Communications:** write for the Resource Review, draft op-eds, assist in developing event themes.
- **Social media:** live tweet at events and update other social media as necessary.
- **Membership:** actively identify potential members and work with staff on recruitment.
- **Travel:** travel within Alaska minimum three times per year.

General Job Duties

- **Event execution:** including assisting in planning, check-in, logistical coordination, and liaison to audio and visual.
 - **Website:** update website content and design as necessary.
 - **APOC administration:** file APOC reports as necessary.
 - Other duties as assigned.
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Please submit resume and cover letter to Marleanna Hall (marleanna@akrdc.org). RDC is an Equal Opportunity Employer. Open until filled.



TOURISM



FISHERIES



OIL & GAS



MINING



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