

Position: Lands and Shareholder Services Coordinator

Education:

Prefer a Bachelors Degree in Natural Resource Management or two years experience managing land related issues, such as: trespass, property leases, material sales (rock, sand, and gravel), land use permitting, and coordinating with local government and adjacent landowners. A working knowledge of ANCSA, and ANILCA; the ability to make maps with a GIS system or graphics program, and excellent writing skills are important. Possess administrative and clerical skills to handle a variety of office management projects and shareholder services.

Position Location: Cordova, Alaska

Responsibilities:

The position reports to the Chief Executive Officer and implements the Corporation's land management and shareholder policies established by the Board of Directors. Additionally, the position is responsible for identifying profitable business opportunities relating to Corporation lands, and submitting them to the CEO for consideration and possible business development. The position has a multitude of administrative duties that must be performed on an ongoing basis.

The position is responsible for the following:

1. Administer the Shareholder Land Use Program,
2. Oversee Material Sales (Rock, Sand and Gravel)
3. Issue and maintain Land use permits and Firewood cutting permits
4. Enforce trespass prevention policy
5. Periodically update the Eyak Corporation Land Management Plan
6. Coordinate the annual shareholder meetings
7. Must interface, develop relationships and communicate with other staff, shareholders, public and various government agencies in order to perform duties
8. Administer shareholder mailings including annual proxy materials and reports
9. Publish and distribute quarterly shareholder newsletter
10. Maintain company and foundation websites
11. Track shareholder changes, insure compliance and issue certificates
12. Maintain shareholder database for multi-purpose uses
13. Administer board meetings; take and manage minutes and resolutions; coordinate board travel and other support services for the board
14. Perform ad hoc research and problem resolution involving both land and shareholder issues
15. Manage Cordova office including maintenance, supplies, equipment, mail, records, petty cash, etc.
16. Maintain records and bookkeeping for The Eyak Foundation
17. Process shareholder scholarship applications
18. Engage media as necessary for advertising
19. Perform other duties as assigned

The position is often the interface between The Eyak Corporation, shareholders or other members of the public when issues regarding the public's or shareholder's desire to use Corporation property arise. This position requires good organizational skills, a motivated self-starter, able to communicate effectively in writing and verbally with diverse audiences.