



Job Description

PCN	08-0410
JOB TITLE	PROJECT SUPPORT SPECIALIST & OUTREACH ASSISTANT
LOCATION	ANCHORAGE
RANGE	14/15
REPORTS TO	DEPUTY DIRECTOR & CHIEF ECONOMIST 08-0230
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	CADY LISTER, NOV. 2018
APPROVED BY (NAME AND DATE)	CANDY WILLIAMS, NOV. 2018

POSITION PURPOSE:

This position performs a wide variety of duties to support energy projects and outreach efforts throughout the state. Duties include: tracking grant deliverables, working with utilities to comply with reporting requirements, travel coordination, assisting with outreach and education activities for the agency, etc. These duties require independence, judgment, and initiative in determining office needs and prioritizing tasks.

ESSENTIAL FUNCTIONS:

- Track and communicate grant milestones, deliverables and expiration dates. Aid Project managers in communicating with and obtaining information from grantees in a timely manner.
- Track project budgets on a monthly basis for Project Managers.
- Organize community and stakeholder meetings to facilitate project and/or program communication. Participate in community meetings where appropriate. Assist in documentation of meetings and outcomes.
- Assists in agency outreach efforts including special events, forums, workshops, and conferences. Organizes and maintain inventory of AEA outreach materials identifying when items need to be replenished; pulls items necessary for booth setup; coordinates volunteer schedules to represent AEA at events; ensures items are returned to inventory.
- Arranges and coordinates travel for employees to support projects.
- Prepares for and records meetings with external stakeholders as needed. This may include: scheduling meeting time, date, location, catering and teleconference lines; preparation and distribution of meeting packets; record, transcribe, edit and finalize meeting minutes; and includes contact with agency and state employees and members of the public.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires basic skills in database software and email. Requires intermediate to advanced skills with word processing, spreadsheet software, and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of Microsoft programs that include Outlook, Word, Excel, PowerPoint, and Adobe Acrobat Pro. Knowledge of basic office equipment including: copiers, fax machines, phones, plotters, oversize-printers, postage machine, and color printers.
- Knowledge of administrative procedures and systems including managing files and records.
- Skills in identifying process efficiencies.
- Skills in effectively conveying information and procedures.
- Ability to type (min. 50wpm), proofread, and multi-task, and prioritize assignments.
- Ability to communicate effectively verbally and in writing.
- Ability to communicate and work effectively with diverse stakeholder groups.
- Ability to organize, set priorities, and coordinate a variety of functions with strong attention to detail.
- Ability to work independently in a busy office environment, analyze situations accurately, and take prompt, effective action.
- Ability to travel to remote communities in Alaska as needed.

DESIRED QUALIFICATIONS:

Must be a high school graduate or equivalent. Associates or Bachelor's degree in any science, community planning or related field or equivalent experience in project development and support is preferred; experience working with rural Alaska communities is highly preferred.

DISTINGUISHING CHARACTERISTICS:

AT A RANGE 15:

- Previous experience and/or demonstrated mastery performing essential functions independently with limited guidance.
- Assumes responsibility and is able to train others regarding travel arrangements.
- Demonstrates ability to appropriately prioritize job responsibilities.
- Proactively supports Project managers in communicating with grantees, organizing meetings and obtaining timely information regarding projects.