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Alaska Miners Association Projects and Communications Manager

Position Summary

This full time, permanent position serves as the Projects and Communications Manager for the Alaska Miners Association and reports to the Executive Director. This position is responsible for a wide range of duties and including, but not limited to:

Essential Functions

- Provide staff support for AMA standing and ad-hoc committees.
- Manage organization's social media, website, publications, and other communication tools.
- Implement and administer community outreach and educational initiatives with Executive Director.
- Coordinate and market member events.
- Lead in developing communication strategies and manage AMA's communication plan.
- Draft correspondence related to legislation, regulations, and actions taken by the federal and state government.
- Testify in committee hearings representing AMA's positions when necessary.
- Prepares talking points, presentations and statements for the Executive Director.
- Provides proofreading support, input, and design regarding written materials prepared by other staff members.
- Write for Alaska Miner publication and other AMA Communications on an as-needed basis
- Responsible for the overall marketing of AMA
- Manage AMA's social media channels
- Manage AMA's website
- Prepares and distributes news releases, media alerts and other announcements
- Development of collateral materials such as membership and event materials
- Support Membership and Fundraising Director in their fundraising, membership recruitment, etc.
- Manage special projects as directed
- Perform other duties as assigned to fulfill the mission of the organization.

Qualifications

- Bachelor's degree in business, communications, marketing or related field, or equivalent combination of education and experience
- Demonstrated work experience in communications, public relations or customer service.
- Requires the ability to work in a collaborative team environment, with minimal supervision.
- Individual should be highly self-motivated and self-initiate ideas and responsibilities.
- Creative problem-solving is essential.
- Highly organized with the ability to meet tight deadlines.
- Excellent written and verbal skills, drafting and proofreading, telephone and in-person customer service.
- Proficiency in website management including construction, design, and content management.



- Expertise in social media platforms and ability to manage a social media plan as part of overall communications strategy.
- Ability to express ideas confidently, clearly and concisely while speaking publicly.
- Legislative experience at the state or federal level preferred.
- Ability to establish effective working relationships with staff, committees, government leaders, and business associations in a professional manner.
- Able to provide motivation, support and direction to staff and volunteers.
- Must be able to travel to attend meetings and functions as required, including overnights, early mornings, and late evenings.
- Must be able to lift 40 lbs.

Work Environment and Job Schedule

This position is based in the AMA Statewide Office in Anchorage, Alaska, however, remote work could be considered with an appropriate candidate and environment. The individual will typically work Monday through Friday. Work on evenings and weekends will be expected for events and meetings. This employee will also be required to travel from time to time for conferences and meetings, to visit branches around the state, as well as member operations.

Compensation and Benefits

The Alaska Miners Association offers competitive pay based on experience, medical, dental, and vision insurance plans, retirement contribution, and ongoing professional development and training opportunities.

About Us

AMA is a non-profit professional membership trade organization established in 1939 to represent the mining industry in Alaska. We are composed of more than 1,400 members that come from eight statewide branches: Anchorage, Denali, Fairbanks, Haines, Juneau, Kenai, Ketchikan/Prince of Wales, and Nome. Our members include individual prospectors, geologists, engineers, suction dredge miners, small family mines, junior mining companies, and major mining companies, Alaska Native Corporations, and the contracting sector that supports Alaska's mining industry. The mission of the Alaska Miners Association is to advocate for and promote responsible mineral development in Alaska.

Applications and Resumes

Applicants must possess current authorization to work in the United States. Applications consisting of a cover letter and resume should be forwarded to Deantha Skibinski, AMA Executive Director via email Deantha@alaskaminers.org