

PROJECT SUPPORT SPECIALIST & OUTREACH ASSISTANT

The Alaska Energy Authority (AEA) is recruiting for a **PROJECT SUPPORT SPECIALIST & OUTREACH ASSISTANT** (PCN 08-0410). This is a full time position, range 14/15, located in Anchorage.

This position performs a wide variety of duties to support energy projects and outreach efforts throughout the state. Main duties include: tracking grant deliverables, working with utilities to comply with reporting requirements, travel coordination, organizing community and stakeholder meetings, etc. Responsibilities require independence, judgment, and initiative in determining office needs and prioritizing tasks.

This position provides assistance with outreach and education activities for the agency, supporting outreach efforts, special events, forums, workshops, and conferences.

- High school diploma or equivalent required.
- Associates or Bachelor's degree in any science, community planning or related field OR 3 years of equivalent experience in project development and support preferred.
- Experience working with rural Alaska communities is highly preferred.
- Basic skills in database software required.
- Intermediate to advance skills with word processing, spreadsheet software, and general office equipment required.

An employment application must be completed in order to be considered. You may also submit a cover letter in addition to your completed application and resume. Documents must be received no later than 5:00 p.m. on Thursday, December 6th, 2018.

For a complete position description and employment application visit AEA's website at <http://www.akenergyauthority.org>, employment opportunities. Send applications to Candy Williams, Human Resources, 813 W. Northern Lights Blvd., Anchorage, AK 99503, by fax to (907)-771-3942, or by email to careers@akenergyauthority.org

The state of Alaska is an EEO/ADA employer and does not discriminate based on gender, age, race, color, religion, marital status, changes in marital status, pregnancy, parenthood, national origin, disability or veteran status.

Please contact Human Resources at (907) 771-3034 if you will need a reasonable accommodation in order to participate in the application and selection process.