



ALASKA TRIBAL APPEALS, INC.

P.O. Box 71132

560 Front Street

Fairbanks, Alaska 99707

Phone (907)

JOB DISCRIPTION

Journalist Manager/Legal Liaison/Investigator

Pay; \$3,000.00 Month .

Requirements; 2 years experience in journalism, awareness of Alaskan Tribal Customs, legal knowledge of court rules & laws, investigative knowledge in crimes, substance abuse, high regard/respect for all people as humans, write legibly, have photography skills, able to translate Alaskan Native/Indian language a plus.

Shall travel at given notice, sit in on Tribal Council Villiage meetings (As listener, give opinion if asked.)

Shall prepare articles where needed for news, court reports for lawyer representin. A.T.A., Inc., documentation as needed in case situations, attend court proceedings when necessary.

Shall translate traditional to modern, work closely with A.T.A., Inc. Lawyer & peaceofficers in quiting situations.

Shall respect Elders decisions at councils meeting of what should & should not be published.

Retail Marketing Manager

Pay; \$3,000.00

Requirements; 2 years experience in retail stock control, inventory, mark-ups, highly motivated in sales & buying of Native/Indian crafts, high regards/respect for all people as humans, aware of tribal customs & provide incentative to employees, be able to travel.

Shall work with travel sales/buyer person (Persons who sell at gatherings)

Shall oversea showings of fashions & artist display shows.

Shall overses national retail marketing, buying & selling.

Shall be part of A.T.A., Inc. Education, Job Traing Sales Management Legal Team.

Shall present retail news promotion of sales/showings & ongoing assesments of retail employees in training.