

St. George Tanaq Corporation

Job Description: Vice President

Position: Permanent, Part-time (1Year) to Full-time – Preferential to Native/Shareholder

Salary: Negotiable

Qualifications:

At a minimum, the successful candidate will have a high school diploma, five (5) years of work experience, competent oral and written communication skills, basic math skills, and knowledge of common office computer software programs such as Microsoft Word, Outlook and Excel.

Each candidate must be willing to provide two (2) references and allow Tanaq to perform a background check. The purpose of the background check is to ensure that when the Vice President becomes an official officer of the corporation, he/she can complete the required 912 forms.

Interested persons will complete an application and submit a sample of their writing. The candidate applications will be screened by an ad hoc committee of the Board of Directors and the President/CEO. Any sitting Director that is also an applicant will not be able to participate on the screening committee. Selected candidates will then be interviewed by the Chairman of the Board and the President/CEO.

The successful candidate will meet the minimum requirements described above, demonstrate a willingness and enthusiasm to learn, and demonstrate an understanding of St. George Tanaq's corporate mission.

If a sitting Director is the successful candidate, that Director will be required to resign their position on the Board due to potential conflicts of interest.

Major Responsibilities:

As Vice President of St. George Tanaq Corporation, you will report directly to the President/CEO and the Board of Directors, and at a minimum:

- Participate in the development and implementation of a strategic plan.
- Maintain a positive and productive relationship with the Board of Directors to accomplish the specific goals established in the strategic plan.
- Support all on-going programs.
- Provide positive leadership, networking and mentorship of shareholders and staff.
- Manage shareholder issues and expectations.
- Maintain and prepare the quarterly newsletter to shareholders.
- Represent St. George Tanaq at local meetings and conferences.
- Manage St. George Island issues including coordinating and directing Island staff, procuring equipment, shipping equipment, etc.
- Manage Tanaq corporation's reindeer programs on St. George and Umnak Islands.
- Other duties as described by the President/CEO.