

## **Job Announcement**

**Job Title:** Aide to the Alaska Arctic Policy Commission (AAPC)

**Salary:** Minimum of a Range 19A (\$2,556.50 bi-weekly)  
Includes Standard SOA employment package, with health insurance and leave

**Closing Date:** March 15, 2013

**Job Duration:** ASAP until at least January 30, 2015

## **Background on the Alaska Arctic Policy Commission**

The Alaska Arctic Policy Commission (AAPC) was formed by HCR 23 (attached) in April 2012. The intent for the Commission is to follow up on the work of the Alaska Northern Waters Task Force (final report available at [antwf.com](http://antwf.com)) and compile an Alaska Arctic policy, similar to the May 2007 Arctic policy "A Northern Vision" by Northwest Territories, Yukon and Nunavut. The AAPC will identify a mission/vision for Alaska in the Arctic, as well as goals and action items to guide future decision-making. The AAPC will also track federal processes that affect Alaska.

The AAPC will convene for approximately eight full meetings between March 2013 and January 2015, though small group sessions and ad hoc meetings may occur.

Topics of discussion will include areas identified by Governor Sean Parnell and those developed by the Alaska Northern Waters Task Force (ANWTF). These will include: Governance, Oil & Gas, Marine Transport, Planning & Infrastructure Development, Fisheries, Research, Resources, Homeland Security, National Security, Science, Foreign Policy, and Climate Change. Additional input will be gathered by subject matter experts, agency officials and community leaders.

As part of the process, the AAPC will utilize open and closed work sessions; public comment periods; expert testimony; small group work; and research to inform its final product. Proceedings of meetings will be available online at the project's website, which will include all presentations, outreach materials and additional resources.

**Job Description:**

The AAPC Aide will:

- Report directly to the co-chairs and oversee Commission communication and direction in coordination with the co-chairs;
- Maintain contact with Federal agencies in Washington, D.C. and coordinate Commission outreach and public education within the state;
- Help arrange meeting logistics, coordinate speakers, assist with public outreach, draft meeting minutes, and assist the commissions with writing the preliminary and final report with the commissioners;
- Work with Legislative Research to identify prior State of Alaska statements related to the Arctic and provide to Commission;
- Produce any other background materials requested by Commissioners;
- Respond to research requests during the length of the study period;
- Provide background research on circumpolar northern strategies and policies (both national and sub-national), and any other background materials or research requests in the form of topic specific white papers.

It's the co-chairs intent that this will be a full-time position, based on a 37.5 hour work week. Comp time (shuffling work hours between weeks) is not allowed, but flex time (working one's own schedule during the week) will mostly be allowed, given limitations such as meetings and travel dates, etc.

Interested parties should email a resume and cover letter to the AAPC co-chairs at [rep.bob.herron@akleg.gov](mailto:rep.bob.herron@akleg.gov) and [sen.lesil.mcguire@akleg.gov](mailto:sen.lesil.mcguire@akleg.gov).

Please find attached:

- AAPC membership roster
- AAPC enabling legislation (HCR 23)