



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

Chugachmiut HIRING

Records and Information Manager in Anchorage

TO APPLY:

Resumes not accompanied by Chugachmiut's Application for Employment will not be accepted. Applications and position descriptions may be obtained by contacting Chugachmiut online at chugachmiut.org or phone **(907) 562-4155**.

Under the direction of the Deputy Director, the Records and Information Manager is responsible for organizing and standardizing Chugachmiut's records and information management program, including zand updates into electronic records management database(s) and disposal. The position also directly manages and supervises Reception and provides direct oversight and supervision of the Administrative Assistant.

QUALIFICATIONS:

- Bachelor's degree in Records Management or a related field is preferred but must work towards a bachelor's degree as outlined in a professional development plan.
- Minimum 3-5 years of management experience with records management
- Valid driver's license



Chugachmiut

For any questions, please email
Employment@Chugachmiut.org

We are an equal opportunity employer/program.
Auxiliary aids and services are available upon request
to individuals with disabilities.

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