

**Information Archivist and Data Advisor**  
**Arctic Research Consortium of the US and Inuit Circumpolar Council (ICC) Alaska**

The Arctic Research Consortium of the US (ARCUS, [www.arcus.org](http://www.arcus.org)) is a 501(c)(3) non-profit consortium of universities and organizations dedicated to Arctic research and education. Inuit Circumpolar Council Alaska (ICC AK, [iccalaska.org](http://iccalaska.org)) is a 501(c)(3) non-profit organization that works on behalf of the Inupiat of the North Slope, Northwest, and Bering Straits Regions; St. Lawrence Island Yupik; and the Central Yup'ik and Cup'ik of the Yukon-Kuskokwim Region in southwest Alaska. ARCUS and ICC AK are partnering on this position to serve the needs of both organizations. This will be a year-long ARCUS staff position detailed to ICC AK and based in Anchorage, AK, or as a home-based position elsewhere in Alaska.

**Position Overview**

ICC has a need to develop an online infrastructure and organization structure to enhance communication and usability of information. This position will support ICC in fulfilling its objectives by understanding and addressing the information needs of ICC and those for whom we advocate. Primary focus of this work will include: (1) developing a culturally appropriate archiving system and actively archiving ICC documents to capture ICC's history and records (i.e., documents, audio, and video); (2) developing and implementing a program of diverse platforms to enhance networking capabilities among the ICC offices that may be used across Inuit organizations through the development of online caches of information that holds information generated by Inuit; and (3) sharing new techniques developed, as appropriate and under direction of ICC AK, with relevant entities and communities, such as ICC AK membership organizations, ARCUS, and the broader Arctic research community.

This position is based in Anchorage, AK or as a home-based position elsewhere in Alaska, reports to the ICC AK Executive Director, and works in collaboration with the ICC AK Indigenous Knowledge/Science Advisor.

**General Job Functions:** The purpose of this position is to provide essential professional archival work for, and technical assistance to, the Inuit Circumpolar Council through the Alaska office. The position will work to oversee related activities, provide advice to leadership, and implement the position objectives within the Inuit Circumpolar Council. Primary responsibilities include, but are not limited to:

- Develop and implement a culturally appropriate plan to enhance accessibility of ICC's work through categorization of material for both electronic and hard copy access to historical, current, and future material and work:
  - Survey archival records, develop information processing plans, and oversee preservation of and access to archival collections that include both paper and electronic sources.
  - Work with all ICC offices to identify access needs throughout ICC and Inuit homelands.
  - Develop online access to information through both closed and open systems.
  - Coordinate archival processing of work throughout ICC offices (Chukotka, Alaska, Canada, and Greenland).

- Develop and apply a wide range of planning approaches to aid programs in developing reports, papers, and policy recommendations through enhanced accessibility of relevant information:
  - Work to ensure current and historical information about ICC and produced by ICC is culturally appropriately organized, of high quality, appropriately preserved and archived, and easily accessible (including through an online platform) to ICC staff.
- Ensure that staff have access to information that meets their needs to design, implement, and manage high-performing strategies, initiatives, and campaigns:
  - Develop and implement a culturally appropriate archival and information organization plan, inclusive of centralizing access to ICC material from both electronic and hard copies of material.
  - Develop and implement a plan for enhancing accessibility of information through updating the ICC AK website.
  - Lead in identifying and securing funding sources that may be needed to implement the plan.
  - If possible given COVID-19, travel to international ICC offices to coordinate archiving plans.
- Provide guidance and technical assistance for archival, information, and data-related topics and work.
- Working in collaboration with the Indigenous Knowledge/Science Advisor and ICC leadership, explore and engage in discussions within national and international platforms regarding Indigenous information and/or data sovereignty, categorization of information from Indigenous sources, inclusive of Indigenous Knowledge, and proprietary rights/safeguards of relevant information.
- Work with ICC and ARCUS to help communicate and disseminate any relevant publicly available resources to the broader Arctic research and education communities.

### **Experience Requirements:**

- Master's degree related to archival science, library science, data/information organization and sovereignty, or relevant fields is preferred.
- Bachelor's degree and/or a minimum of five years of experience related to work in the archival science, library science, data/information organization and sovereignty, or relevant fields.
- Experience that involved research in archival science, library science, culturally appropriate categorization of information relevant to Indigenous Peoples, Indigenous data and/or information sovereignty and accessibility to information, and/or direct work experience related to the above topics.
- Knowledge and experience working with Indigenous categorization processes.
- Demonstrated ability to facilitate engagement of different communities of practice with excellent communications skills across multiple audiences and platforms (at a community, national, and international scale).
- Demonstrated strong analytical skills, attention to detail, and oral and written communication skills are required; communication skills include the ability to develop and foster professional relationships and to maintain a courteous and professional demeanor with member and affiliate organizations.

- Ability to learn, work independently, implement direction and feedback, organize and prioritize work, and to meet deadlines.
- Problem-solving abilities with high attention to detail and accuracy a must.
- Experience with Inuit or Alaska Native non-profit organizations preferred.

### **Additional Details**

This will be a year-long ARCUS staff position that is detailed to ICC AK. Salary will be commensurate with education and experience, within a range of \$22 to \$29/hour. ARCUS has a generous benefits package that includes health and dental insurance, retirement benefit, and generous paid time off policy. This is a full-time position, 30–40 hours/week, and will report to the ICC AK Executive Director.

### **How to Apply**

Application materials should include:

1. A letter of interest (1–2 pages) that explains how your experiences and qualifications suit you for this position.
2. A resume.

References will be requested from final candidates.

Please submit application materials and any questions via email to [jobs@arcus.org](mailto:jobs@arcus.org), subject line: “ICC Position [Last Name]”. No phone calls, please.

Applications will be reviewed beginning Monday, 7 June 2021, but the position will remain open until filled.

ARCUS is an equal opportunity employer.