

CORPORATE GOVERNANCE, COMPLIANCE & FEDERAL · JD-EMK-12

Special Projects Officer

JD NUMBER	JD-EMK-12
FLSA STATUS	Exempt (Contract — As Needed)
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	Project-specific contractors and consultants as assigned
DEPARTMENT	CORPORATE · GOVERNANCE · COMPLIANCE

POSITION SUMMARY

The Special Projects Officer leads board-directed initiatives that fall outside normal operating-unit responsibilities. Engagements are contract-based and scoped to a defined project — typical examples include NTIA broadband follow-on, real-estate transactions, federal grant administration, capital projects, M&A; diligence, and strategic studies. The role brings senior, multidisciplinary executive capacity to the Corporation without adding permanent overhead.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Lead board- or CEO-directed special projects from definition through close-out.
- Build project charters, work plans, budgets, and risk registers; deliver against them.
- Coordinate with outside counsel, federal program officers, lenders, lessors, and partner agencies.
- Administer federal grants where assigned — NTIA broadband, USDA, BIA, EPA — including reporting and draw-downs.
- Provide diligence support for real-estate transactions, asset acquisitions, and joint-venture opportunities.
- Prepare board-quality briefing documents, decision memos, and option papers.
- Hand off completed projects with clean documentation to operating units.
- Maintain confidentiality on all corporate strategy work.

REQUIRED QUALIFICATIONS

- Bachelor's degree required; Master's in Business, Real Estate, Public Administration, Engineering, or related discipline preferred.
- Ten (10) or more years of progressive project leadership across multiple industries or domains.
- Demonstrated experience administering federal grants or federal-contract performance.
- Strong financial-modeling skills; able to read and build a pro forma.
- Excellent written and verbal communication, including board-level briefings.

- Ability to work independently with limited supervision and tight deadlines.

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior work with an Alaska Native Corporation, Tribal enterprise, or CDQ entity.
- Prior NTIA, BEAD, ReConnect, or similar broadband-program experience.
- Real-estate transaction experience (commercial lease, land lease, ANCSA conveyance issues).
- PMP, CFA, JD, MRED, or comparable credentials.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Engagement is contingent on the satisfactory completion of a pre-engagement background check and drug screening. Continued engagement is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements. Contractor candidates must consent to these screenings as part of the engagement process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Predominantly office and travel-based. Must be able to travel to Emmonak, AK on short notice.
Work environment	Engaged on a contract, as-needed basis. Work location per each written scope. On-site presence in Emmonak, AK for project meetings and controlled-material handling as scoped.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature

Printed name	Printed name
Date	Date