

CORPORATE SERVICES · JD-EMK-40

Marketing & Social Media Coordinator

JD NUMBER	JD-EMK-40
FLSA STATUS	Non-exempt
EEO CATEGORY	Professionals
REPORTS TO	Chief Executive Officer · President & CEO while the Chief Executive Officer position is vacant
LOCATION	Emmonak, AK · onsite
SUPERVISES	None · directs design, print, and media vendors
DEPARTMENT	Corporate · Marketing

POSITION SUMMARY

The Marketing & Social Media Coordinator builds awareness and revenue for Emmonak Corporation's businesses and protects the Corporation's brand across every channel. The position plans and produces promotions for the Store, Tank Farm, and Asset Rentals, manages the Corporation's social media accounts, and prepares capability materials that support federal and commercial business development. The Coordinator works with the Shareholder Relations & Communications Coordinator, who leads shareholder-facing communications, so that the Corporation speaks with one consistent and respectful voice.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage the Corporation's social media accounts, including the content calendar, posting, community replies, and monthly performance reporting.
- Plan and produce Store promotions, Tank Farm price and service notices, and Asset Rentals campaigns with unit leaders.
- Create flyers, signage, bulletin postings, and digital graphics that follow the Emmonak Corporation brand standards.
- Maintain website content for business services, promotions, and news in coordination with the IT, AI & Systems Integration Administrator.
- Prepare capability statements, presentations, and proposal graphics with the Government Contracts Manager and Grants & Development Manager.
- Photograph and record Corporation operations and events for approved marketing use, with consent where required.
- Coordinate content with the Shareholder Relations & Communications Coordinator and route shareholder questions received through social media to the appropriate staff.

- Track marketing spend and results, and recommend priorities to leadership.
- Make sure all public content is approved before release, accurate, and respectful of shareholder privacy and Yup'ik culture.

REQUIRED QUALIFICATIONS

- Associate's or Bachelor's degree in Marketing, Communications, Graphic Design, or a related field, or equivalent experience.
- Two (2) or more years of experience in marketing, social media management, or graphic design.
- Experience managing business accounts on Facebook and other social media platforms.
- Working proficiency with design tools such as Canva or Adobe Creative Cloud.
- Strong writing and editing skills in English.
- Ability to live and work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Alaska Native descent, Emmonak Corporation shareholder or descendant, or experience with an Alaska Native corporation or tribal organization.
- Bilingual proficiency in Yup'ik and English.
- Photography and short-form video production skills.
- Experience with retail promotions or small-business marketing.
- Experience preparing federal capability statements or proposal graphics.

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

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily office-based with regular site visits to the Store, Tank Farm, and other Corporation sites in all weather (temperatures may reach -40°F). Must be able to lift up to 25 lbs. Required PPE must be worn at all times on the Tank Farm.
Work environment	Emmonak, AK corporate office, Store, Tank Farm, and community event locations. Evening and weekend hours may be required for events.

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 exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

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).

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature	Date
Printed name	