



JOB DESCRIPTION PERMITTING REPRESENTATIVE

Kuukpik Corporation (“Kuukpik”), the AK Native village corporation for Nuiqsut, is seeking a qualified candidate for the subject position. The ideal candidate will have:

- Bachelor’s degree (or higher) in the Science, Technology, Engineering and/or Mathematics field
- Ability to effectively communicate to diverse groups on technical and operational issues
- Previous work experience in the oil industry and/or regulatory agencies involved with the oil industry or related businesses
- Regulatory permitting experience
- Working knowledge and/or experience in drilling, operations, production, pipeline & environmental aspects of the oil business (with Alaska North Slope knowledge/experience preferred)
- Ability to travel to Nuiqsut and other North Slope communities for meetings, presentations and other work related activities
- Computer skills (e.g. able to use Microsoft Office products, e-mail, etc.)
- Land survey and mapping knowledge
- Understanding of Nuiqsut subsistence importance & land considerations for Nuiqsut & Kuukpik
- Community relations skills (with emphasis on AK North Slope Native culture and values)

Job duties include:

- Review of all North Slope Borough permits and approvals; route pertinent documents to Kuukpik and its subsidiaries for informational or other purposes (about 600 documents/year)
- Prepare and submit permit applications to regulatory agencies for Kuukpik planned activities
- Work with regulatory agencies to obtain permits and approvals for Kuukpik activities after submission of permit application documents
- Review selected draft permit applications and plans of operations for other firms & provide input/feedback to Kuukpik and/or other firms as directed by Kuukpik
- Review environmental impact statements for selected activities
- Work with Kuukpik legal and management team on development of Kuukpik comments on EIS and other documents
- Participate in selected meetings and consultations with oil industry and regulatory agencies

- Participate in selected Kuukpik internal meetings (e.g. Board of Directors meetings, strategy sessions on a variety of issues, future planning activities, etc.)
- Provide operational and technical advice to Kuukpik on a variety of issues
- Staying informed on environmental/regulatory changes and issues of interest to Kuukpik
- Hosting community meetings in Nuiqsut on selected Kuukpik activities
- Attending and/or giving presentations to the North Slope Borough Planning Commission
- Perform field inspections of Kuukpik activities and selected oil industry activities
- Other duties as assigned by Kuukpik

This position will work with Kuukpik's permitting agent on the above job duties. This position requires self-motivation and the ability to perform work duties with minimal supervision and/or direction from Kuukpik. This position also requires identification of needed regulatory actions for Kuukpik planned or ongoing activities and operations.

This position will initially be part-time but may transition into full time employment in the future as dictated by future workload. Work hours are somewhat flexible and are largely driven by work activities. Work on weekends may be required as dictated by workload and schedules.

This position is Anchorage based but requires some travel to Nuiqsut and North Slope communities and oilfields. The primary work location is at Kuukpik's Anchorage office (i.e. 582 E. 36th Avenue, Suite 600).

This position will have the option of working as a Kuukpik employee or as an independent contractor, as personally desired and agreed to by Kuukpik.

Salary/wages will be determined by Kuukpik based on employment status (i.e. independent contractor or employee), educational background, past related work experience, and other similar factors.

Kuukpik has competitive benefits (e.g. 401K program, medical/health benefits, paid vacation, etc.) available to employees.

If interested in applying for this position, please complete Kuukpik's job application form and provide your completed application and resume to:

Mark Major
Permitting Agent for the Kuukpik Corporation
Kuukpik Corporation
582 E. 36th Avenue, Suite 600
Anchorage, AK 99503

Applications and resumes may also be e-mailed to Mark Major at majorinor@live.com if so desired. Mark Major may be reached by phone at 541-826-4195 if there are questions.