



Board Support Officer

Job Type

The Board Support Officer is a full-time position reporting to the Vice President & General Counsel. The position is based in Anchorage, Alaska.

Job Purpose/Duties

The Board Support Officer plays a key role in supporting the effective operation of The Eyak Corporation (TEC) Board of Directors (Board) by serving as the point of contact for all administrative, communications and logistic items. This position ensures timely, accurate, and professional communication, coordinates logistics and documentation for board and committee meetings, and supports governance functions in alignment with organizational policies and bylaws.

- Serve as the primary liaison between the Board of Directors and TEC staff.
- Update, maintain and administer Board portal, including but not limited to Board and committee meeting materials, uploading minutes and other documents.
- Manage board and office calendar of events and meetings.
- Coordinate and plan all board meetings and travel, shareholder meetings, and various external events. Includes: sending announcements, coordinating with board, shareholder staff, vendors and others, arranging meeting rooms, layout, media system, media placement, banners, photographs, performers, equipment, door prizes, supplies, food, drinks and other services.
- Manage and distribute official board communications, ensuring timeliness, clarity, and confidentiality.
- Minute and notetaking for meetings.
- Support onboarding and offboarding processes for new board and committee members, including drug testing.
- Prepare and distribute meeting materials, including agendas, presentations, and board and committee packets.
- Record, prepare, and archive official minutes and resolutions.
- Maintain accurate and confidential board records, rosters, and term tracking.
- Monitor compliance with governance policies and assist in the implementation of board-related procedures.
- Support annual reports and compliance with proxy materials.
- Assist with strategic initiatives involving board engagement, leadership transitions, or governance reviews.
- Support annual and informational meetings.
- Assist board members with resolution of IT issues.
- Serve as lead on Board compensation and compliance.
- Support special projects or research requested by the board or executive leadership.

Qualification Requirements

Education and Experience

- Five years minimum experience serving Boards or executives in an administrative or higher capacity – required.



- Bachelor's degree – preferred.
- Experience with Alaska Native Corporations – preferred.

Skills and Abilities

- Ability to work with the Board, leadership team and other employees in a professional, respectful and collaborative manner – required.
- Ability to foster and maintain professional relationships and contribute to a positive working environment – required.
- Knowledge of corporate board structure, responsibilities and Robert's Rule of Order – required.
- Ability to maintain confidentiality and neutrality with sensitive and proprietary information – required.
- Excellent written, verbal and interpersonal skills – required.
- Attention to detail – required
- Intermediate to Advanced knowledge of computer hardware, software and other applications such as Microsoft Outlook, Excel, Word, PowerPoint, Publisher, Skype, Teams, Zoom, etc. – required.
- Ability to pass a pre-employment background check – required.
- Compliance with TEC's drug testing policy – required.
- Demonstrated knowledge of Alaska Native Corporation practices, regulations and law – preferred.

Work Environment and Physical Demands

- This position is clerical and operates in an office environment. Standard office equipment such as computers, copiers, scanners, phones, etc. will be routinely utilized.
- This position is generally sedentary; however, there will be some filing and other organization involved in some daily tasks, which will require lifting, bending, standing, etc. in order to maneuver.

Preference Statement

Preference will be given to The Eyak Corporation shareholders and shareholders of other Alaska Native Corporations in accordance with federal law and the corporation's policy.

To Apply

Please submit a resume and cover letter to info@nokomisstrategies.co.