

**POSITION DESCRIPTION**

**POSITION:** Wave Buoy Program Coordinator  
**SUPERVISES:** N/A  
**REPORTS TO:** Executive Director  
**CLASSIFICATION:** Non-Exempt, Part-Time, Temporary  
**SALARY RANGE:** \$25 / hour

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**POSITION DESCRIPTION:** This is a part-time, position for the AEWK Backyard Buoy project. The Backyard Buoy project is funded by the National Science Foundation (NSF) to empower Indigenous coastal communities to own, operate, and manage portable wave buoys. The project is in partnership with the Alaska Ocean Observing System (AOOS), as well as other partners from the Pacific Islands and Pacific Northwest.

The goal of the project is to get oceanographic data into the hands of Indigenous communities in a way that takes advantage of existing, lower cost wave buoy technology and enables sustained community-led stewardship of the buoys.

Anticipated deployment is during the open-water seasons of 2023 and 2024. The AEWK anticipates deployment in four villages in 2023, with additional villages added in 2024, depending on interest.

The AEWK is seeking candidates from any of its eleven bowhead whaling communities. The successful candidate will be responsible for coordination of the Backyard Buoy program for the AEWK. This is a part-time, position, working 20 hours each month in the winter months (November through April) and up to 24 hours per week between May and October. Salary is expected to be \$25 per hour.

**DUTIES AND RESPONSIBILITIES:**

- Receive training on wave buoy operation and maintenance from Sofar Ocean Technologies.
- Travel to communities to assist with deployment/recovery of buoys (if desired by communities).
- Coordinate ordering, shipping, and storage of Sofar Spotter wave buoys and associated mooring (floats, anchors, lines).

# ALASKAESKIMO

## WHALING COMMISSION

- Coordinate with village representatives that will deploy/recover the buoys.
- Coordinate with the AEWK staff on cost tracking.
- Coordinate with other project partners, including AOOS, from the other regions through the established Working Groups (regular video calls and meetings).
- Assist AOOS with permitting for buoy deployment.

### **KNOWLEDGE AND SKILLS:**

- Business English, spelling, grammar and punctuation required to produce and proofread simple written documents.
- Modern office practices, procedures and equipment required to perform office functions in an efficient manner.
- Records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
- Ability to speak Inupiaq preferred. In dealing with minutes, must have the ability to translate Inupiaq into English and transcribe from cassette tapes.

### **QUALIFICATIONS/SKILLS:**

- Boat handling skills, knowledge of lines, moorings, anchors.
- Strong communication skills.
- Knowledge of Microsoft Excel, Word, and Google Drive for tracking.
- Highly organized.