



## JOB ANNOUNCEMENT

**St. Paul Island Tours** is operated by **Tanadgusix Corporation (TDX)**, an Alaska Native Corporation for the Aleuts of St. Paul Island, AK, is currently recruiting for the following position:

**Title:** Tour Director  
**Location:** St. Paul Island, AK  
**Status:** Full-Time Non-Exempt  
**Pay:** DOE  
**Application Deadline:** September 30, 2010

### JOB SUMMARY:

The position of Tour Director is the lead coordinator of all island tourism planning, activities, and quality control, and serves as the liaison between customers and local personnel, such as the King Eider Hotel Manager, Pribilof Aleut School District, Aleut Dance Group, Aleut Arts and Craft Program and other related community program coordinators. The objective of the position is to escort and accompany tourists on multi-day tour programs, coordinate travel arrangements to include airline reservations, ground transportation, and hotel reservations, and to ensure that customers' needs are met and that visitors have a great travel experience to St Paul Island.

### MINIMUM QUALIFICATIONS, SKILLS, & KNOWLEDGE REQUIRED:

- Two year(s) college degree or education preferred
- One year of management experience with supervisory responsibilities preferred
- Knowledge of Alaska, the Pribilof's, St. Paul Island and the Aleut people
- Knowledge of St. Paul wildlife and the Bering Seaw
- Excellent communication skills including verbal, listening, writing, and problem solving skills
- Excellent in interfacing with all types of people from managers to subordinates
- Strong customer-service orientation, with ability to multi-task, exhibiting a patient, calm demeanor
- Strong organization skills and the ability to work independently and as a team
- Strong computer skills required: MS Word, Excel, and Adobe
- Outgoing personality and positive approach to problem solving

### TO APPLY:

Please email your resume and cover letter to Bob Odenheimer, Director of Human Resources at [bob.odenheimer@tanadgusix.com](mailto:bob.odenheimer@tanadgusix.com) or Fax ATTN: Bob O., HR at 907-278-2316.

***Tanadgusix Corporation is an Equal Employment Opportunity Employer with an Alaska Native Hiring Preference (PL93-638).***

***We do not discriminate based on marital status, sex, race, color, religion, national origin, age, disability, or veteran status***