



## Nome Community Center, Inc.

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PO Box 98  
Nome, AK 99762  
Website: [nomecc.org](http://nomecc.org)

Phone: (907) 443-5259  
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Email: [staff@nomecc.org](mailto:staff@nomecc.org)

### **JOB DESCRIPTION:** NEST DIRECTOR

### **DUTIES AND RESPONSIBILITIES:**

The mission of Nome Community Center is to enhance the quality of life of the people of the Bering Strait Region through diverse programming serving elders, families, and youth.

The purpose of the NEST Director will be to direct the overall affairs of NEST, including the management of staff, funds acquisition, network with community resources and ensure compliance with NEST policies, and spending requirements. In addition, the director will manage homeless prevention efforts, supportive housing and coalition efforts in Nome. The NEST Director will report to the Executive Director, and is responsible to:

- Organize all data collection, entries and reporting, and ensuring they are consistent with national HUD standards (HIMS)
- Develop relationships with community partners for support making requests for funding of the programs
- Complete quarterly reports and maintain on-line reporting systems
- Serve as the NEST representative to the Alaska Coalition on Homelessness and other community partner committees
- Manage the operations of the NEST winter shelter, supervising staff, monitoring activities during hours of operations and ensure supplies are available
- Maintain Permanent Supportive Housing units, maintaining leases for housing homeless individuals
- Provide homeless prevention assistance based on the availability of funding
- Provide case management to clients
- Participate on a coalition for housing in Nome
- Organize and conduct the January Point-In-Time homeless survey
- Provide outreach and promote awareness of the needs of the shelter and homeless efforts of the agency
- Maintain relationships with community partners
- Assist in the development of a plan for expansion of housing assistance
- Other duties as assigned

*Service to the people of the Bering Straits Region since 1910.*

**QUALIFICATIONS**

- Bachelor's Degree preferred
- Experience of at least two years working in a leadership role
- Experience and proficiency with computer use
- Ability to work as part of a team
- Self-motivated with the ability to work independently
- Ability to work with community partners and advocate
- Ability to maintain confidentiality as it pertains to agency and staff records
- Understanding of and ability to work in a cross-cultural environment

**WORKERS COMPENSATION CODE: 8864**

**SALARY AND BENEFITS:**

**SALARY RANGE:** \$ 25.00 - \$27.00 DOE

**EXEMPT** from the FSLA overtime requirement

**HOURS:** 40 hours per week

**SUPERVISOR:** Executive Director