

### **Vice President (VP) and General Counsel**

Cook Inlet Tribal Council, Inc. (CITC)  
Anchorage, AK

Cook Inlet Tribal Council, Inc. (CITC) is a tribal nonprofit organization, which helps Alaska Native and American Indian people residing in the Cook Inlet Region on southcentral Alaska reach their full potential, through 50 impactful programs and services.

Since the inception of the organization in 1983, CITC has grown to one of the nation's preeminent culturally responsive social-service organizations serving nearly 12,000 people annually, and employing more than 400 passionate and caring individuals. CITC is a mission-driven organization that has been recognized as one of Alaska's Best Places to Work.

The organization is experiencing rapid growth, and as result, CITC is now recruiting for a VP and General Counsel who will work alongside the Chief Legal Officer to support the legal functions of CITC and its family of organizations. This is a full-time, benefits eligible position at CITC, based in Anchorage, Alaska, with limited travel, up to 25%.

#### **Position Summary**

Reporting directly to the President and Chief Executive Officer (CEO), the successful incumbent will serve as the chief legal representative for legal issues regarding contracts, transactions, and risk management for Cook Inlet Tribal Council (CITC) and affiliate and subsidiary operations. This position will serve as an advisor to the President/CEO on business and risk matters, including insurance, contracts, business formation, transactions and drafting other legal documents in support of the organizations' operations and the delivery of services; and, working with the Chief Legal Officer, will provide legal support to senior management and CITC Leadership Council. The position is responsible for the development of legal structures and the implementation of the strategic business direction from the President/CEO.

As a member of the President's Council, the VP and General Counsel is expected to provide the highest level of leadership and performance, embodying and modeling CITC's values in all aspects of work, and demonstrating and deeply held belief in the endless potential of Our people, embodying a deep commitment to the CITC mission and vision, and adhering to CITC's core principles.

### Position Requirements

- Juris Doctorate (J.D.) and active Alaska Bar membership required.
- Five years of legal experience in business transactions, contracts, 8(a) contracts and processes, risk management, and related fields.
- Valid Alaska driver's license.
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check.
- Experience in P.L. 93-638 and P.L. 102-477 is highly preferred.

### Working for CITC

Employees at CITC enjoy wonderful work culture and great benefits, including, low cost health, dental, vision, 401K with company match, generous paid time off, wellness incentives, and even a 30 day paid sabbatical leave after just 5 years of service. At the end of the day, CITC employees go home feeling fulfilled, as their work has helped to strengthen their community and state, and Alaska Native/American Indian people.

### How to Apply

Visit the CITC online career center at <https://citci.org/citc-careers/> to view full job details and apply.

**Hiring Preference:** *Preference for employment shall be given to eligible and qualified Alaska Native and American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.*