



Tanana
Chiefs
Conference

Associate Counsel

Fairbanks, AK

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Department: Legal

Status: Full-Time; Regular

IRC: IRC39501

Job Summary: Provides counsel to all levels of TCC programs and assists in the operations of legal division. Responsible for identifying and analyzing legal issues, drafting key documents, and presenting recommendations. This position may work remotely from another location, but in-person will be required for specific meetings and duties.

Representative Duties: Under the general supervision of the General Counsel, incumbent will:

1. Assist the General Counsel in all matters assigned to the legal division and perform duties assigned by General Counsel and requested by other departments, divisions and programs.
2. Handle general legal matters within his/her areas of expertise or as assigned. Participate in the development of TCC policies, procedures and programs and provide continuing counsel and guidance on legal matters and on legal implications of all matters.
3. Represent the company in legal proceedings, and assist with the coordination and management of outside counsel and litigation.
4. Interact with members of TCC, the legal profession, officials of state and federal government, and others as assigned by the President or General Counsel.
5. Coordinate with management, auditors, accountants and other staff.
6. Meet with clients including staff, member tribes and partners.
7. Assist programs in negotiation and draft commercial, construction, contractual and other agreements, such as contracts, employment agreements, and memoranda of understanding, leases, and corporate or other documents. Advise on employment and other matters.
8. Keep informed of industry-specific regulations and ensure that appropriate risk management strategies are in place.
9. Provide legal advice and services on issues concerning the rights, obligations, and privileges of the organization and member tribes.



Minimum Qualifications:

1. Must be a graduate of an accredited law school with at least 5 years of experience as an attorney and admitted to the Alaska Bar (or eligible for admission and becomes admitted within an agreed time).
2. Five years' experience with Tribal health and service organizations. Familiarity with the following areas of law: tribal law, labor law, Health Information Portability & Accountability Act (HIPAA), Indian Self-Determination and Education Assistance Act, health care reform, antitrust, Sarbanes-Oxley, and Indian Child Welfare Act. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.
3. Demonstrated commitment to public interest law required.
4. Knowledge of Alaska Native organizations and law and Alaska and federal politics.
5. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements
6. Must provide proof of COVID-19 vaccination

Knowledge, Skills and Abilities

1. Excellent contract drafting and negotiating skills, and familiarity with all manner of general corporate and commercial agreements, including employment agreements.
 2. Demonstrated excellent leadership, time management and client service skills.
 3. Demonstrated ability to think strategically and creatively, and understand business plans, goals, and to relate those plans to legal strategies.
 4. Exhibit willingness to be flexible and adaptive and demonstrate a desire to operate in a dynamic and high-growth environment.
 5. Committed to meeting requirements of internal and external customers, responding to all customer requests promptly and thoroughly.
 6. Strong written and oral communication skills.
 7. Strong interpersonal skills, including ability to work in a team environment.
 8. Upholds and furthers culture and values of TCC and its beneficiaries.
 9. Meets deadlines, prioritizes appropriately, copes well with change, and maintains composure under pressure.
 10. Is accountable for results, and approaches obstacles proactively and looks for ways to resolve problems and issues.
 11. Experience resolving conflict between groups with opposing perspectives, agenda or priorities.
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