

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Me ssa _____ M _____ Kookesh _____
First Name Middle Initial Last Name

_____ _____
Mailing Address

_____ _____
Home Address Suite or Apt

Juneau _____ AK _____ 99801 _____
City State Postal Code

Home: (_____) _____
Primary Phone Alternative Phone

Alaska State Legislature _____ Legislator Name
Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Economic Development Council : Submitted

Are you applying for reappointment to this board?

Yes No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

5+ years of serving as the Board Chair for Kootznoowoo, Inc our village corporation for Angoon, in which our board has been turning the corporation around and are moving the corporation forward. 6.5 years as Legislative Aide, 4 years serving as Assistant to the President for the largest tribe in the region. This position aligns with my professional trajectory and my guiding value of serving my people which I have dedicated myself to for the last 15 years. With my skill set and proven record of accomplishment, I can be a valuable addition to the JEDC Board of Directors.

Please select the type of board seat for which you are applying *

General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Kootznoowoo Inc BOD, Chair June 2016-June 2022

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

UAF, Fairbanks, AK

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Trade Management Certificate Dec 2014 Associates of Applied Science Degree in Trade Management May 2015

Demographics

Melissa M Kookesh

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

American Indian/Alaskan Native/Alutian

Gender

Female

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

I Agree

Melissa M. Kookesh

October 31, 2024

Brian Holst, Executive Director
Juneau Economic Development
Council 612 W. Willoughby Ave.,
Suite A Juneau, Alaska 99801

RE: JEDC Board of Directors Vacancy

Dear Mr. Holst,

I am excited to seek re-election for my name to be reconsidered for a board member position for the Juneau Economic Development Council Board of Directors. Please accept my letter of interest for the board position as well as consider my relevant qualifications:

1. Over 6+ years of serving as the Board Chair for Kootznoowoo, Incorporated, our village corporation for Angoon, in which our board has been turning the corporation around and are moving the corporation forward.
2. 7 years as Legislative Aide, Responsibilities include for Senate Health and Social Services Committee management, preparations, and execution of bills passed through committee. Currently, I am responsible for maintaining the schedule for the Senator and any meetings, events, and any travel needed. Additionally, during my tenure, I am responsible for the press releases, keeping the website updated, and preparation of the newsletter for distribution to the constituents.
3. 4 years serving as the Assistant to the President for the largest tribe in the region where I was responsible for the preparation, oversight, and proper tracking of four separate budgets, ensured tribal directives were executed and upheld, and was responsible for the official communication on behalf of the President. In addition to recording the meeting minutes for both the monthly and annual meetings.

This position aligns with my professional trajectory and my guiding value of serving my people which I have dedicated myself to for the last 20 years. With my skill set and proven record of accomplishment, I can be a valuable addition to the Juneau Economic Development Council Board of Directors.

Thank you for your time and thoughtful consideration.



Melissa M. Kookesh

Melissa M. Kookesh



PROFESSIONAL PROFILE

Exceptionally detailed, organized, and highly accurate professional with over 10 years of experience in administrative functions. Outstanding customer service and a positive attitude.

Supervisor	Project manager
Effective liaison in political atmosphere	Budgeting
Ability to handle fast paced environment	Sound judgment and decision-making
Hard working team player	Managing calendars and travel schedules

PROFESSIONAL EXPERIENCE

Kootznoowoo, Incorporated, Board of Directors, Juneau, Alaska
Chairman of the Board,
June 2016 – June 2022

Responsibilities:

Responsible for signing certificates, approval of contracts, purchase and sale of assets or other instruments of the Corporation, long range planning of goals, objectives, budgets; authorizing committee work and assignments; approving compensation, travel and per diem; authorizing distributions to shareholders; policy development; adoption of corporate policies and procedures; and ensuring proper management of the Corporation.

Alaska State Legislature, Office of Senator Bert Stedman, Juneau, Alaska
Legislative Aide
February 2015 – Present

Responsibilities:

Assist the Senator and Chief of Staff with the committees where he is the Chairman, vice-chair or a sitting member, former Committee Aide for Senate Health and Social Services, responsible for setting the schedule with the chair and members, schedule the room if necessary, preparation and distribution of the agenda, meeting materials, and scheduling bills. Legislative Aide duties include maintaining the calendar by scheduling of appointments, meetings, and events. Occasionally meet with constituents and special interest groups on behalf of the Senator as well as attending events when he is not available. Other responsibilities include website postings, newsletter preparation and distribution, and preparing important documents for signature. (you will have to fill in the blanks here but talk about stuff that will be relevant for the Federal office job like constituent work and coordinating with local leaders).

Central Council Tlingit & Haida Indian Tribes of Alaska, Juneau, Alaska

Assistant to the President

December 2010 – December 2014

Responsibilities:

Responsible for the preparation, oversight, and ensuring proper tracking of the Office of the President, Executive Council, Tribal Assembly, and Tribal Direct budgets. Ensuring budgets were on track and in line with spending authorities.

Ensured tribal directives were executed and upheld within the organization. Responsible for official communication both verbally and written on behalf of the President to the staff, delegates, and outside entities.

Represented the President and Executive Council as needed to attend important events and meetings.

Lead the administrative team in all aspects of planning and organizing annual meeting of the Tribal Assembly with over 132 participants.

Lead recording secretary for the Tribal Assembly and Executive Council.

Assisted in the revision of the organic documents based on the orders from the Tribal Assembly Executive Council, and President.

Tribal Elections oversight of the permanent and temporary staff throughout the Election of Delegates process which occurred every two years.

Central Council Tlingit & Haida Indian Tribes of Alaska, Juneau, Alaska

Secretary to the President

July 2005 – December 2010

Responsibilities:

Answer phones, correspondence, and schedule for the Office of the President the Executive Council.

Draft Executive Council, and Managers' Meetings minutes.

Assist the Publications Director on large projects, including Tribal Assembly preparations.

Prepare, plan and execute internal staff events, including meetings, trainings, and social events.

Make travel arrangements for the President and at times for the Executive Council. Records minutes of meetings periodically at the request of the Assistant to the President

EDUCATION

University of Alaska Fairbanks, Fairbanks, Alaska

Tribal Management Certificate

December 2014

Associates of Applied Science Degree in Tribal Management

May 2015

REFERENCES

References available upon request.
