



Native Village of Afognak *To embrace, protect, develop, and enhance Alutiiq*

culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

Summer Office Intern

Classification: Temporary

Location: Kodiak

Job Summary:

Provides general administrative support including reception duties and filing.

Reporting Relationship:

Reports to: Program Manager

Responsibilities:

1. Provide general administrative support including answering the phone, routing and making calls, processing mail, filing, and maintaining office appearance.
2. Assist in *Dig Afognak* preparation, including but not limited to: running errands and distributing promotional material.
3. Assist in maintaining and organizing the library collection and catalog.
4. Assist with mass mailings of published materials and enrollment correspondence.
5. Maintain strict confidentiality in all matters.
6. Perform other duties as assigned by the supervisor.
7. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors, and NVA members.

Minimum Requirements:

1. Basic typing skills.
2. Minimum age 15 years
3. Work well in a fast-past environment
4. Oral communications skills.
5. Valid drivers license preferred.
6. Sensitive to community cultural value.
7. Preference given to qualified NVA Tribal Member or descendant.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)