



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*

Office Assistant

Job Summary:

The Office Assistant is responsible for performing general clerical tasks to support daily operations. Duties include greeting customers and visitors with a positive, helpful attitude, assisting with office tasks and organization, and assisting with special projects as assigned.

The Office Assistant is a non-supervisory, permanent, full-time position directly supervised by the Office Coordinator.

Duties and Responsibilities:

- Welcome customers, Tribal Members, and community partners to the Tribe through professional customer service in person, on the phone and through social media.
- Support communications with staff by answering phones, taking messages, and transferring calls.
- Cashier at the Alutiiq Boutique, assisting customers with sales, returns, and camp registration.
- Maintain office equipment in good working order.
- Assist with the maintenance of the office inventory log of all equipment, computers and keys as necessary.
- Coordinate shipping and receiving of incoming and outgoing mail and maintain organized filing system for all correspondence.
- Provide support to the Office Coordinator, including coordinating appointments and events.
- Assist with mass mailings including but not limited to quarterly Newsletter, enrollment correspondence, and Annual Elections.
- Maintain organization of common spaces for appearance and functionality.
- Train to fill in as needed for the Hydroponics Technician and support the Mal'uk Farms operation.
- Assist in completion of special projects as assigned by supervisor.
- Maintain strict confidentiality in all matters.
- Other duties may be assigned.

Dig Afognak

- Assisting in coordination and implementation of Dig Afognak logistics including but not limited to contacting camp participants/parents of travel schedules and/or changes, assisting in processing camp registrations and supply procurement.

Minimum Requirements

- Individual must convey excellent people skills, be a team player with the ability to work independently.
- Must be sensitive to community cultural values and knowledgeable of Kodiak's native community.
- Basic computer skills.
- Individual must have excellent oral and written communication skills.
- Must be a high school graduate or equivalent
- Individual must work well under pressure to meet multiple and sometimes competing deadlines.
- Preference is given to qualified NVA Tribal Members or descendants.

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)