



# *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 Coordinator**

### **Job Summary:**

The Office Coordinator oversees the day-to-day office operations while providing administrative support to the Tribal Administrator and staff. This individual is responsible for communications and serves as the Alutiiq Boutique Manager, while bringing quality customer service to Tribal Members, visitors, and customers.

### **Reporting Relationship and Classification:**

The Office Coordinator is directly supervised by the Executive Assistant and supervises the Office Assistant and Expeditor.

### **Duties and Responsibilities:**

- Present a professional, welcoming first contact to all Tribal Members, staff, and guests in-person or via phone, email, and social media;
- Responsible for incoming and outgoing mail, shipping and receiving;
- coordinate Marketing and Communications through regular communication with tribal members, to include quarterly newsletters, website, mailings, social media, enrollment correspondence and Annual Elections information;
- Assist Tribal Administrator and Executive Assistant with the planning and logistics of the Annual Meeting and Elections;
- Assist with Council support by helping to prepare for meetings and coordinate signatures.
- Maintain office supplies by purchasing, organizing and stocking;
- Maintain office equipment in good working order;
- Maintain organization of common spaces for appearance and functionality;
- Responsible for development and implementation of efficient office systems ;
- Establish and maintain office inventory log of all equipment;
- Manage the Alutiiq Boutique in accordance with NVA policies;
- Facilitate Tribal Enrollment and maintaining Tribal Member records in database;
- Assist in completion of special projects as assigned by supervisor;
- Maintain strict confidentiality in all matters;
- Other duties as may be assigned;

### **DIG Afognak**

- Coordinating Dig Afognak logistics including but not limited to contacting camp participants/parents of travel schedules and/or changes
- Manage camp registration and serve as point of contact for camp staff at the office.

### **Minimum Requirements**

- Bachelor's degree or a minimum of two years' experience in similar work

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)

Position Updated  
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- 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
- Ability to type 40 wpm
- Must be willing to travel for training opportunities and/or conferences
- Basic knowledge of MS Word and Excel is required. Database experience is a plus
- Individual must have excellent oral and written communication skills
- Must be 21 years of age or older and have a valid driver's license with a clean driving record
- Individual must work well under pressure to meet multiple and sometimes competing deadlines
- Individual shall always demonstrate cooperative behavior with colleagues, supervisors, membership, and Council
- Preference is given to qualified NVA Tribal Member or descendent

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