



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)