



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 Dig Afognak and Tribal Enrollment, and the Tribal Library in addition to other projects.

Salary Range: \$16-\$20 per hour depending on experience.

The Office Assistant is a non-supervisory, temporary, full-time position.

Duties and Responsibilities:

- Welcome customers, Tribal Members, and community partners to the Tribe through professional customer service in person and on the phone.
- 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.
- Assist with maintaining the organization of common spaces for appearance and functionality.
- Enter data into tribal enrollment software.
- Enter and update records in the tribal library catalog system
- Maintain accurate data entry for books, media, and archival materials
- Support organization and accessibility of library resources through proper cataloging practices
- Other duties may be assigned.

Dig Afognak

All NVA employees assist with the logistics of the Annual Dig Afognak Camps & Fundraiser, which may include coordination meetings, driving campers and purchasing supplies, arranging travel for guests, and other duties.

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.
- Ability to work with the public in a respectful and helpful manner
- Experience with data entry, library systems, or database management preferred
- Strong attention to detail and organizational skills
- Individual must have excellent oral communication skills.
- Individual must pass a federal background check.
- Maintain strict confidentiality of sensitive tribal records

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)