



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

Receptionist

Job Summary: The Receptionist provides a professional and welcoming first point of contact for Tribal Members and visitors. This position supports daily office operations by answering phones, managing mail and shipping, maintaining office systems and supplies, assisting with Tribal library access, organizing common spaces, and providing general administrative support to staff and programs. The Receptionist also assists with logistics for Tribal events, including the Annual Meeting, Tribal Council meetings, and community mailings. This role contributes to smooth office operations, positive customer service, and consistent support for Tribal programs and activities.

This is a non-exempt position supervised by the Tribal Administrator and may be part-time or full-time depending on the qualifications of the selected applicant.
Salary: \$18.00-\$23.00 per hour

Responsibilities:

- Present a professional and welcoming first point of contact for Tribal Members, staff, and guests in person, by phone, and via email.
- Maintain open library hours and assist Tribal Members with the Nadia Mullan Tribal Library.
- Manage all incoming and outgoing mail, including shipping, receiving, and distribution.
- Support staff communication by answering phones, taking messages, and transferring calls promptly and accurately.
- Maintain office equipment in good working order and coordinate repairs when needed.
- Implement and maintain efficient office filing and organizational systems.
- Organize and maintain a filing system for all correspondence and mail-related records.
- Maintain clean, organized, and functional common spaces.
- Maintain office supplies by purchasing, organizing, and restocking as needed.
- Assist with planning and logistical support for the Annual Meeting and Elections, Council meetings, and NVA events.
- Assist with mass mailings, including the quarterly newsletter, enrollment correspondence, and annual election materials.
- Provide general administrative support to the Administrative Assistant and other staff, including taking notes and coordinating appointments and events.
- Assist with Hydroponic Farm operations as needed and approved by the Supervisor.
- Support completion of special projects as assigned by the Supervisor.
- Perform other duties as assigned.

Minimum Requirements:

- High School Diploma or GED.
- 1–2 years of experience in clerical, administrative support, receptionist, or customer service work.



- Strong communication skills, including professional phone and email etiquette.
- Basic computer proficiency (email, word processing, spreadsheets, shared calendars).
- Ability to maintain confidentiality of sensitive tribal and governmental information.
- Ability to organize files, track mail, and maintain office systems.
- Ability to manage multiple tasks, work independently, and meet deadlines.
- Ability to lift up to 25 pounds and to stand, sit, bend, and move between workstations as needed.
- Comfortable assisting the public, Tribal Members, and staff in a courteous and respectful manner.
- Must be sensitive to community cultural values and knowledgeable of Kodiak's native community.

Preferred Qualifications

- Experience working in Tribal government or Tribal organizations.
- 2–4 years of experience in administrative support, reception, or office coordination roles.
- Experience managing mail systems, shipping/receiving, or inventory tracking.
- Experience supporting public-facing events such as meetings, elections, or community gatherings.
- Strong organizational skills and experience managing office supplies and common areas.
- Experience taking meeting notes, managing shared calendars, or coordinating appointments.
- Familiarity with basic maintenance troubleshooting for office equipment (printers, copiers, postage meters).

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.

Applicants must complete a federal background check process clear of barrier crimes such as sexual assault, child abuse or other violent offences, robbery, felony level drug offences, etc.

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 under applicable federal law.

Native Village of Afognak Employee Benefit Summary

Full time permanent staff receive multiple benefits from NVA, including the following:

- 401K matching at 6% after one year of employment
- Health insurance
- 12 paid holidays (including employee's birthday)
- 24 days of paid leave annually (with increases after 2 years of employment)