



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

Administrative Assistant

Job Summary: The Administrative Assistant plays a central role in supporting the daily operations of the Tribal government. Working closely with the Tribal Administrator and Tribal Council, this position helps ensure that meetings, communications, and organizational processes run smoothly and efficiently. The Administrative Assistant maintains accurate records, supports the coordination of key Tribal events such as the Annual Meeting and Elections, and assists with onboarding new staff. The role also provides professional customer service to Tribal Members and partners, manages a variety of office and administrative systems, and offers flexible support to departments during busy periods. Through attention to detail, strong communication skills, and consistent follow-through, the Administrative Assistant helps uphold the integrity, accuracy, and responsiveness of Tribal government operations.

This full-time non-exempt position is supervised by the Tribal Administrator.
Salary: \$25.00-\$29.00 per hour

Responsibilities:

- Provide support for Council-related activities by preparing meeting packets, coordinating signatures, organizing documents, and assisting with meeting logistics as directed.
- Arrange and secure meeting supplies, draft agendas, compile meeting packets, take official minutes, and complete meeting follow-up tasks.
- Prepare complete draft minutes within seven days of Council meetings.
- Distribute official meeting packet materials and agendas to the Tribal Council at least seven days before scheduled meetings.
- Assist with communications by drafting letters and responding to external requests in a timely and professional manner.
- Maintain all governmental documents, ensuring they are properly signed, distributed, and filed.
- Update and maintain standard templates used for correspondence, reports, and meeting materials.
- Maintain and organize digital and physical filing systems to ensure easy access to records.
- Ensure documents are archived according to established retention policies.
- Scan, copy, and digitize records to support efficient recordkeeping and retrieval.
- Maintain accurate calendars for staff and Tribal Council, including reminders for upcoming meetings, deadlines, and key events.
- Coordinate planning and logistics for the Annual Meeting and Elections.
- Assist with onboarding new employees by preparing new-hire packets and training staff on office systems.
- Establish and maintain an inventory log of all office equipment.
- Assist with Tribal Enrollment processes and maintain the Tribal Member database.
- Handle confidential Tribal Member information, Council documents, personnel data, and election materials with strict confidentiality.
- Provide professional, welcoming customer service to Tribal Members, visitors, and community partners in person and by phone, including acting as front-desk support when the Receptionist is unavailable.
- Provide additional support to enrollment, finance, or grants staff during peak periods.
- Assist the Grant Manager as needed with grant-related tasks.
- Support completion of special projects as assigned by the Tribal Administrator.
- Assist the Operations Manager with travel coordination for staff and Council.

Minimum Requirements:

- High School Diploma or GED required.
- Must have a valid driver's license with a clean driving record
- 2–3 years of experience in administrative support, office coordination, or clerical work.
- Strong written and verbal communication skills, including proofreading and professional correspondence.
- Basic proficiency with computers, including email, spreadsheets, word processing, and digital filing systems.
- Experience organizing and maintaining physical and digital records.
- Ability to manage calendars, coordinate meetings, and follow detailed procedures.
- Ability to maintain strict confidentiality, especially when handling Tribal Member information, personnel data, Council documents, and election materials.
- Strong organizational skills with the ability to manage multiple tasks, meet deadlines, and work independently.
- Ability to provide courteous, culturally respectful customer service to Tribal Members, visitors, and community partners.
- Ability to lift up to 25 pounds and move between work areas as needed.
- Availability to work occasional evenings or weekends during Council meetings, elections, or major Tribal events.

Preferred Qualifications

- Database experience is desired
- Experience working in Tribal government or Tribal organizations.
- Willing to travel for training opportunities necessary to maintain professional and technical knowledge relevant to administrative, communication, and office systems responsibilities.
- Associate's degree in business administration, office management, applied technology, or a related field.
- 3–5 years of experience providing administrative support in Tribal government, Alaska Native organizations, or similar settings.
- Experience preparing meeting packets, drafting agendas, taking official minutes, and coordinating meeting logistics.
- Experience supporting elections, annual meetings, public communications, or high-visibility community events.
- Experience with document retention policies, archiving procedures, and records digitization.
- Advanced computer skills, including shared calendars, database systems, and digital file organization.
- Experience proofreading formal documents for clarity, accuracy, and formatting.
- Experience coordinating travel or handling logistics for staff or governing bodies.
- Knowledge of Tribal Council procedures, government operations, or administrative protocols.
- Demonstrated ability to improve office systems or implement process efficiencies.

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.

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.

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)

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.