



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Cultural Center Assistant

The Ilanka Cultural Center Assistant works with Elder families and their photo digitation with NVE's Recording the Past grant project. This position has guaranteed funding through July 2022, continuation of employment following July 2022 is dependent on funding.

Team: Cultural Center

Salary Range: \$20-22 per hour

Reports to: Cultural Director

Schedule: Part Time, Regular 20 hours/week

FLSA Status: Non-Exempt

Last Revised: July 2021

This position performs a variety of routine work within established policies & procedures and receives detailed instructions on new projects and assignments.

Responsibilities/Duties

- Work with NVE's Elder Coordinator to contact elders interested in participating in the Recording the Past Project.
- Ability to learn how to use the scanner, photography equipment and Photoshop.
- Assist with writing and reviewing NVE's Digital Collection Policy.
- Organize, file and edit photos.
- Create advertising of new ability for social media, newspaper and website.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Good organizational skills. Proficient computer skills, including Microsoft office and Adobe Photoshop. Good photography skills, or capability to acquire. Ability to follow instructions, and exercise independent judgment. Knowledge of Prince William Sound Native history, culture, language, traditions, values. Excellent people skills and ability to work with tribal members on projects. Must have valid AK Drivers License and clean driving record.

Education Requirement

High School Diploma or equivalent required.

Experience Requirement

Experience with photography and Photoshop preferred.

Performance Standard

Regularly manipulate a variety of data via verbal, written and electronic media.

Regularly sit for long periods of time to complete tasks.

Regularly bend, crouch, stand, move about to complete work.

Typically lifts 25 lbs. to coordinate work.

Regularly manipulate electronic data to gather, input and otherwise coordinate work.

