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

## Sobriety Celebration Coordinator

*This position is responsible for planning and coordinating NVE's 2021 Sobriety Celebration.*

**Team:** Admin

**Reports to:** Deputy Director

**Salary Status:** Non-Exempt from Overtime

**Salary Range:** DOE

**Schedule:** Part-time, Temporary

**Last Revised:** April 2021

This position performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments, work is discussed frequently, and supervisor signs off on all activities.

### Responsibilities/Duties

- Write and mail donation letters.
- Work with IT Department to put on a virtual Sobriety Celebration.
- Coordinate with dance groups and speakers, send invitations, and collect recordings or coordinate live streams.
- Coordinate theme and logo contests.
- Submit purchase orders for supplies.
- Plan and write the schedule of events.
- Find and prepare contract for the Sobriety Celebration Potlatch dinner.
- Obtain a Sobriety Proclamation from the City of Cordova.
- Plan and arrange the Veteran's Ceremony.
- Order T-shirts, coordinate online purchasing.
- Arrange the Master of Ceremonies.
- Obtain donations for the virtual silent auction.
- Make fliers and put out advertisements for Sobriety Celebration.
- Post all information and programs online for attendee easy access.
- Coordinate dinner, pick up, and other dinner logistics.
- Solicit and coordinate with media company for online access and broadcasting.
- Other duties as assigned.

### Competencies (Knowledge, Skills and Abilities)

Excellent organizational skills. Attention to detail is of utmost importance. Must have excellent ability to prioritize tasks and meet deadlines. Ability to communicate well with employees and management. Self-directed/self-starter. Ability to use office software including Microsoft Word, Excel, PowerPoint. Good attendance and work habits is mandatory.

### Experience Requirement

Two years office experience preferred. Event or project management experience preferred. Must have a valid Alaska Driver's License and a clean driving record.

Native Village of Eyak  
110 Nicholoff Way  
P.O. Box 1388  
Cordova, Alaska 99574-1388  
P (907) 424-7738 \* F (907) 424-7739  
www.eyak-nsn.gov



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**Education Requirement**

High school diploma or equivalent.

**Performance Standard**

Regularly sit for long period of time to complete tasks.  
Regularly bend, crouch, stand, move about to complete work.  
Typically lifts 15 lbs. to coordinate work.  
Regularly use mental, oral, and written methods to complete work.  
Regularly use mathematical and linear thinking skills to provide accurate, literate work.  
Occasional evening or weekend work per event scheduling.

**Environmental Factors**

Work may be completed in an administrative office. Exposure to typical office equipment including copiers.

**Disclaimer**

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Executive Director Signature                      Date