



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

RESOURCE COORDINATOR

This position is responsible for assisting NVE Tribal Members with Scholarships, Burial Assistance, BIA General assistance, and assisting with other department applications and services.

Team: Tribal Family Services
Reports to: TFS Director
Salary Status: Non-Exempt

Salary Range: \$22.00- \$27.00
Schedule: Full-time, Regular
Last Revised: August 2021

Performs a variety of routine work within established policies and procedure and receives detailed instructions on new projects and assignments. May have some assignments that require self-directed activity to complete.

Responsibilities/Duties

- Provides outreach to families on NVE Programs and Services.
- Books and inspects the Masonic Hall.
- Assists with advertising for NVE Programs.
- Send out Robocalls to tribal members and other groups as needed.
- Works with staff to provide content for the Eyak Echo.
- Send out informational emails to tribal email group.
- Distribute information on Tribal Council Meetings, current programs, special events, and any other information that needs to be shared to Tribal Members.
- Assist Executive Assistant with Tribal Council packets and getting approved information to NVE staff.
- Provides backup for reception tasks such as answering phones and assisting employees.
- Assist with monthly distributions to elders and other tribal members as needed.
- Provides assistance to Elder, Youth and Family Programs as needed.
- Conduct welfare checks on elders and other tribal members as needed.
- Provide information on resources and assistance available to tribal members.
- Assists with projects and events as needed.
- Program Management of BIA/General Assistance/Burial Assistance.
- Program Management of NVE Scholarship Programs.
- Post to NVE website and NVE social medial accounts as requested.
- Provides assistance to Tribal Members applying to other departments for services such as Housing Assistance and Enrollment.
- Liaison with NVE Tribal Court.
- Maintain a high level of confidentiality.
- Other duties as assigned.



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Competencies (Knowledge, Skills and Abilities)

Must pass comprehensive background check. Knowledge or ability to learn Prince William Sound traditions. Proficient in office machines and computers, including Microsoft Office programs. Attention to detail is of utmost importance. Must have excellent ability to prioritize tasks. Must have excellent planning and organizational skills. Strong oral and written communication skills required. Must be outgoing and personable with a desire to assist people. Ability to communicate well with employees, management, and the general public. Good attendance and work habits is mandatory. Must have the ability to judge and adjust procedure on case-by-case basis.

Experience Requirement

Two years administrative/clerk office experience preferred.

Education Requirement

Highschool diploma or equivalent required. Current Alaska Driver's license with good driving record for past five years required.

Performance Standard

- 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.
- Regularly use mental, oral and written methods to complete work.
- Regularly use mathematical and linear thinking skills to provide accurate, literate work.

Environmental Factors

Work will 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

Team Leader Signature

Date