



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

Wellness Event Coordinator

This position is responsible for scheduling and planning events designed for wellness, including family violence prevention, substance abuse prevention and promotion of healing from abuse/neglect.

Team: Tribal Family Services

Reports to: Tribal Family Services Director

Salary Status: Non-Exempt from Overtime

Salary Range: \$22.00 – 25.00

Schedule: Full Time, Regular

Last Revised: November 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

- Coordinates and administrates annual Sobriety Celebration.
- Coordinates and administrates quarterly wellness/sober events.
- Coordinates and administrates quarterly family violence prevention events.
- Coordinates and administrates annual Alaganik Picnic.
- Coordinates additional prevention activities for tribal and community members.
- 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 basic office software including Microsoft Word, Excel, PowerPoint.
- Good attendance and work habits is mandatory.
- Ability to practice confidentiality.
- Comfortable with public speaking.

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.

Education Requirement

High school diploma or equivalent.

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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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 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

Executive Director Signature Date