



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

Housing & Capital Projects Admin Assistant/Housing Coordinator

This position performs administrative support to the Housing and Capital Projects Director and oversees our Housing and Urban Development (HUD) program. Additionally, this person must be self-motivated to become well versed in HUD grants and programs and must actively work to aid Tribal members in need of programmatic housing assistance.

Team: Capital Projects

Salary Range: \$22 - \$25/hour DOE

Reports to: Capital Projects Director

Schedule: Fulltime, Regular

Salary Status: Non-Exempt from Overtime

Last Revised: March 2023

Responsibilities/Duties

- Administer Native Village of HUD (Housing and Urban Development) grant from outreach, application process, reporting, and project follow through.
- Assist tribal members with department program applications and correspondence.
- Provide on-site coordination which includes problem-solving, decision-making, and interaction with local and non-local vendors.
- Perform a variety of administrative functions, including data management and correspondence (electronic/telephonic/in person).
- Submit Housing and department updates and articles for Eyak Echo and Website.
- Attend staff meetings and trainings.
- Work with other agencies as appropriate.
- 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. Incumbent must have organizational and problem-solving skills to run a project with minimal supervision. Must be familiar with Microsoft Office programs, able to operate printers, scanners, and digital cameras. Able to communicate verbally and in writing to provide status reports and generate tracking records. Must maintain a neat work area, demonstrate the ability to stay productive and show initiative when working alone.

Experience Requirement

Two years administrative/clerk office experience preferred.

Education Requirement

High School diploma or equivalent required, training in administrative functions preferred.

Native Village of Eyak
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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 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 verbal 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.