



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

Workforce Development Coordinator

Team: Workforce Development

Reports to: Deputy Director

Salary Status: Non-Exempt from Overtime

Salary Range: \$55,000-60,000/yr. DOE

Schedule: Full-Time, Regular

Last Revised: October 2023

The workforce development coordinator is responsible for guiding Tribal members through our workforce development program under P.L. 102-477, colloquially known as "477". 477 is an umbrella over the following programs: Emergency Assistance, General Assistance, Funeral Assistance, Johnson O'Malley, Education, Housing and Urban Development mini-grant and higher education housing scholarship program, Indian Child Welfare Act, and Department of Justice Pathways to Wellness.

Duties/Responsibilities:

- Opens and prepares the office for business by 8:00 AM.
- Outreach to Tribal members may include:
 - Open house
 - Holding events
 - Attending Tribal events
 - Calling Tribal members
- May be asked to create intake and reporting forms.
- Case manage Tribal clients from intake to graduation from the program.
- Cross-train in ICWA (Indian Child Welfare Act)
- Cross-train with the Native Village of Eyak Resources Coordinator.
- Cross-train with HUD mini-grant and scholarship housing coordinator.
- Coordinate youth scholarships to camps and learning opportunities.
- Coordinate higher education scholarships.
- Help Tribal members seeking emergency assistance.
- Assists with projects and events as needed.
- Outreach to Tribal members.
- Complete 477 annual reports ahead of the deadline (includes data, financial, and narrative)
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent organizational skills.
- Must have the ability to prioritize tasks, follow through, and keep deadlines.
- Must be outgoing and personable with a desire to help people.
- Ability to communicate well with employees and management.
- Reliable with a strong work ethic.
- Knowledge of Office Suite programs preferred.

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 and Experience:

- High school diploma or equivalent required.
- Training in administrative functions is preferred.
- Office experience setting preferred.
- Current Alaska Driver's license with a clean driving record.
- MUST be willing and able to learn.

Physical Requirements:

- Regularly sit for long periods of time to complete tasks.
- Regularly bend, crouch, stand, and 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.
- Work completed in an administrative office

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date