



# Native Village of Afognak

*To embrace, protect, develop,  
and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the  
Alutiiq of the Kodiak Archipelago*

## Prevention Coordinator

**Job Summary:** This position is responsible for the coordination, implementation and tracking of cultural programs with the goal of reducing family violence. Tasks include but are not limited planning and coordinating of youth, adult and family activities.

Salary Range: \$20-\$27 per hour depending on experience.

This is a regular, full-time, non-exempt, non-supervisory position that is supervised by the Tribal Administrator. This position is scheduled to end at the close of the grant, 9/30/2025, but the right candidate may be offered further employment, subject to funding availability.

### Responsibilities:

- Coordinate purchases of supplies, equipment, and process payment for honorariums and contractors.
- Collaborate with relevant organizations to maximize resources.
- Coordinate and facilitate meetings, workshops, and events.
- Prepare communication with the public in the form of flyers, newsletter articles, Public Service Announcements, social media posts, and posters.
- Maintain positive relationships and effectively communicate with co-workers, program participants, families, and community stakeholders.
- Prepare project information through reports, memoranda, and correspondence.
- Satisfy grant requirements and follow approved budget.
- Maintain strict confidentiality in all matters.
- Prepare annual narrative grant reports.
- Perform other duties as assigned by the Tribal Administrator.

### Dig Afognak

All NVA employees assist with the logistics of the Annual Dig Afognak Camps & Fundraiser, which may include coordination meetings, driving campers and purchasing supplies, arranging travel for guests, and other duties.

### Minimum Requirements:

- Excellent oral and written communication.
- Experience with Microsoft Outlook, Word and Excel.
- Work well under pressure; meeting multiple and sometimes competing deadlines.
- Able to establish and maintain a working environment conducive to positive morale and teamwork and at all times demonstrate cooperative behavior with colleagues, supervisor, Council, and NVA Tribal Members.



- Highly organized, detail oriented and possessing the ability to balance multiple tasks and deadlines.
- Program coordination experience preferred.
- Sensitive to community cultural values.

Preference given to qualified NVA Tribal Member or descendant.

### **Native Village of Afognak Employee Benefit Summary**

Full time permanent staff receive multiple benefits from NVA, including the following:

- 401K matching at 6% after one year of employment
- Health insurance
- 12 paid holidays (including employee's birthday)
- 24 days of paid leave annually (with increases after 2 years of employment)

Preference given to qualified NVA Tribal Member or descendant.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)