



# *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

## **Office & Hydroponics Assistant**

### **Job Summary:**

This position is split between Office Assistant duties and assisting with the operations of our hydroponic farm. In the office, the Assistant helps to support daily operations of the Tribe, where duties include answering and transferring phone calls to appropriate staff, assisting with Dig Afognak tasks, greeting customers and visitors, and operating the store for guests. In the hydroponic farm, the Assistant helps with sanitation, harvest and packaging, planting and other hydroponics operations.

Salary Range: \$15-\$18 per hour depending on experience.

The Office & Hydroponics Assistant is a non-supervisory, temporary, full-time position.

### **Duties and Responsibilities:**

- Welcome customers, Tribal Members, and community partners to the Tribe through professional customer service in person, on the phone and through social media.
- Support communications with staff by answering phones, taking messages, and transferring calls.
- Cashier at the Alutiiq Boutique, assisting customers with sales, returns, and camp registration.
- Provide support to all office staff, including coordinating appointments, taking notes, shopping and ordering, and preparing for events.
- Assist with mass mailings including but not limited to quarterly Newsletter, enrollment correspondence, and Annual Elections.
- Maintain organization of common spaces for appearance and functionality.
- Assist with sanitizing, planting, harvesting, and packaging of Mal'uk Farms produce.
- Assist in completion of special projects as assigned by supervisors.

### **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**

- Individual must convey excellent people skills, be a team player with the ability to work independently.
- Must be sensitive to community cultural values and knowledgeable of Kodiak's native community.
- Basic computer skills.
- Maintain strict confidentiality in all matters.
- Individual must have excellent oral and written communication skills.
- Individual must pass a federal background check.

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)