



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*

Operations Manager

Job Summary: This position's objective is to support Tribal operations, while maintaining compliance with state and federal laws and internal policies. The Operations Manager is a member of the leadership team, assisting with all programs as needed, working to grow internal capacity.

This is a permanent exempt position. The Operations Manager is directly supervised by the Tribal Administrator and may supervise staff.

Duties and Responsibilities:

- Manage communications with Tribal Members via the development of a communications plan supported by NVA branding;
- Research, prioritize and follow up on areas of concerns, and assist with the development of new programs and projects;
- Assist with maintenance of organizational compliance across the organization, including state gaming laws, employment laws, and internal governance requirements, ensuring policies and documentation are current and align with applicable regulations and internal standards;
- Assist as needed with Council support including but not limited to arranging meetings, preparing meeting materials, taking official minutes, and post-meeting follow up;
- Establish and maintain office equipment inventory;
- Serve as the NAGPRA Point of contact and develop protocol for repatriation process;
- Assist employees with enrolling in benefit programs as needed;
- Accompany the Tribal Administrator to meetings and interviews as requested and, in their absence, represent them by attending relevant regional meetings on Tribal Governance and Tribal Initiatives;
- Draft and review resolutions, acknowledgement letters, Memoranda, internal policy documents, contracts, and other correspondence;
- Manage NVA staff and Council travel;
- Assists Grant Manager as needed;
- Serve as Acting TA in the absence of Tribal Administrator, which includes managing all staff, implementing emergency procedures, and approving expenses up to established threshold;
- Assist in completion of special projects as assigned by the Tribal Administrator;
- Other duties may be assigned;

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.

Qualifications

- Team oriented with the ability to work independently
- Sensitive to community cultural values and knowledgeable of the Alutiiq community
- Willing to travel for training opportunities to maintain professional and technical knowledge
- Proficiency in Microsoft Office programs is required.
- Database experience is desired
- Outstanding organizational and time management skills



- Excellent verbal and written communication skills
- Work well under pressure to meet multiple and sometimes competing deadlines
- Must pass criminal background check
- Maintain strict confidentiality in all matters;

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 is given to qualified NVA Tribal Member or descendent

Native Village of Afognak 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)