



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

Facilities Coordinator

Job Summary: The Facilities Coordinator supports the maintenance, safety, and improvement of multiple properties by coordinating improvements, assisting with grant-funded projects, and working with external contractors. This position works closely with leadership to coordinate and implement facilities priorities. Properties include the tribal office building, hydroponic farms, leased retail grocery property, a remote cultural camp, and a vacant lot planned for agricultural development.

This is a permanent full-time, non-exempt, non-supervisory position supervised by the Operations Manager. Starting hourly rate of \$26.50.

Duties and Responsibilities:

Facilities Coordination & Maintenance

- Coordinate routine maintenance, repairs, and improvement projects across all properties
- Serve as a point of contact for facilities-related issues and service requests
- Track maintenance needs and report emerging issues to leadership
- Perform preventative maintenance and repairs on all facilities and equipment
- Maintain property grounds, including mowing, snow removal, and application of de-icing materials.
- Maintain organized records of facilities work, warranties, permits, and service contracts

Project Support & Contractor Coordination

- Help develop basic scopes of work for maintenance and small renovation projects
- Request quotes and assist with professional bidding processes as directed
- Coordinate schedules, site access, and communications with contractors and vendors

Budget Tracking & Administrative Support

- Track facilities-related expenditures and maintain budget records
- Assist leadership with monitoring project costs and funding limits
- Support documentation and reporting requirements for grant-funded facilities projects
- Ensure expenses and activities align with approved budgets and grant guidelines

Safety & Compliance Support

- Assist with coordinating safety improvements and corrective actions as identified by leadership
- Help maintain OSHA-related documentation and compliance records
- Support safety improvements at all facilities, including cultural camp location

Collaboration & Communication

- Work collaboratively with staff across departments and locations
- Communicate clearly and professionally with contractors, vendors, and consultants
- Provide regular updates to leadership on facilities activities, project status, and budget tracking
- Act as liaison between NVA and Commercial property renters to meet facility needs
- Project management of new and ongoing renovation of office and commercial property
- Manage maintenance of company vehicles



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All NVA employees assist with the logistics of Dig Afognak camp, which may include coordination meetings, driving campers, purchasing supplies, set up, winterizing, and other duties.

Required Qualifications

- Experience in facilities coordination, maintenance support, project assistance, or property operations
- Ability to track budgets, documentation, and multiple work requests
- Familiarity in Microsoft Office programs or willingness to learn
- Experience working with contractors or service providers in a coordination role
- Strong organizational, communication, and problem-solving skills
- Ability to work independently while following established priorities and guidance
- Sensitive to community cultural values.
- Ability to lift at least 50 lbs
- Have a valid driver's license with a clean driving record.

Preferred Qualifications

- Experience supporting grant-funded projects
- Familiarity with basic building systems or facilities operations
- Experience in rural, remote, or multi-site environments
- Knowledge of workplace safety practices or compliance support
- Experience operating a boat or skiff in the Kodiak area is preferred
- Experience utilizing light equipment, hand and power tools preferred.

Work Environment

- Combination of office-based administrative work and site visits
- Occasional travel to remote culture camp may be required
- Flexible, team-oriented work environment

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)

Applicants must complete a federal background check process clear of barrier crimes such as sexual assault, child abuse or other violent offences, robbery, felony level drug offences, etc.

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). Preference is given to qualified NVA Tribal Member or descendent.