# Receptionist

Classification: Permanent, Full time

Location: Kodiak

**Job Summary:**

Provides general administrative support including reception duties and filing. Responsible for office event coordination duties and assisting with the Tribal Library, and gift shop.

**Reporting Relationship:**

Reports to: Executive Assistant

**Responsibilities:**

1. Provide general administrative support including managing the front desk, answering the phone, routing and making calls, processing mail, filing, meeting minute taking and maintaining office appearance.
2. Assist in *Dig Afognak* preparation, including but not limited to: assisting with supply procurement, interacting with participants, processing camp registrations and distributing promotional material.
3. Responsible for office event coordination including but not limited to coordinate dates and times of events, procure supplies for events, send invites etc.
4. Assist with mass mailings of published materials and enrollment correspondence.
5. Provide general support to program and office staff.
6. Assist with gift shop including but not limited to inventory merchandise, arrange displays, take payments, and provide quality customer service.
7. Assist with the Nadia Mullan Alutiiq Heritage Library duties.
8. Maintain strict confidentiality in all matters.
9. Perform other duties as assigned by the supervisor.
10. The incumbent shall always demonstrate cooperative behavior with colleagues, supervisors, Council and NVA members.

**Minimum Requirements:**

1. Basic typing skills.
2. Minimum age 18 years
3. Work well in a fast-past environment
4. Oral communications skills.
5. Valid driver’s license.
6. Sensitive to community cultural value.
7. Preference given to qualified NVA Tribal Member or descendant.

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