

CURYUNG TRIBAL COUNCIL - JOB DESCRIPTION

COVID-19 PROJECT ASSISTANT

JOB OBJECTIVE:

To assist the Tribal Administrator and Council with preventing, preparing for and responding to the global pandemic of COVID-19 in Dillingham.

QUALIFICATIONS:

- Ability to provide the Essential Job Results stated below as well as:
- Proficiency in computer operations, including Microsoft Word and Excel.
- Capable of communicating using many forums including, teleconferences, web meetings and in-person interactions in a safe and professional manner.
- **Job knowledge / documentation required:** High school diploma / GED and Valid Alaska Driver's License with clean driving record for insurance purposes.
- **Preferred:** Curyung Tribal Citizen & Familiarity with local area, people, and culture.

DUTIES & RESPONSIBILITIES:

- Performing a variety of tasks including but not limited to assisting with operations of the Curyung COVID Center as well as working with the public to provide information on all COVID-19 related programs.
- Assists Tribal Clerk and Administrator to prepare for and process follow-up activities for all CARES Act Committee and Tribal Council meetings.
- Agreeing to Tribe's policies on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
- Using excellent communication skills including telephone, computer, person to person, and written communications, including using and developing skills in MS Word / Excel.
- Establishing effective working relationships and communicating effectively with Tribal officials, Tribal citizens, collaborating agencies and the public in a professional manner.
- Working with a minimum of errors and performing tasks with minimum of supervision.
- Performing a variety of clerical tasks including but not limited to typing, filing, reception, data collection, mail pick up and distribution.
- Works with team members to procure supplies, conduct inventory and disperse as necessary.
- Operating office business machines, i.e., fax, postage, copying and multi-line phones and responsible for routine office equipment maintenance i.e. filling paper, clearing paper jams, toner/paper replacement, as well as respond to notice of repair needs.
- Maintains safe and clean facility, including kitchen and office areas.
- Welcoming new and different work requirements; exploring new opportunities to add value to the Tribe; helping others accomplish related job results as and where needed.
- Working flexible hours as necessary for Tribal business.
- Perform other duties as assigned by the Tribal Administrator.

WAGES & CLASSIFICATION:

\$20 per hour – Full-Time, Project Position

REPORTS TO:

Tribal Administrator