

Job Title: ELDER SERVICES COORDINATOR
Reports to: Executive Director
Status: Part time/Non-exempt, Hourly
Wage: \$20.00/hour/DOE
OPEN: February 21, 2025
CLOSE: March 7, 2025 OR UNTIL FILLED



JOB SUMMARY

This position provides administrative support for internal and external communications on the Elder Care Services program. This position acts as a facilitator on project activities, programs and maintains accurate records. Provide administrative support at the local level to facilitate information exchange and delivery of services and support the ENP Program.

ESSENTIAL QUALIFICATIONS

- Have a good understanding of some of the Microsoft Office tools (i.e. MSWord, MSEXcel)
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Strong presentation and communication skills
- Effective problem-solving, analytical, and time management skills
- Ability to work well individually or with others
- Handle highly confidential information and material
- Ability to communicate professionally both orally and written

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Assist in gathering information on the needs of Elder tribal members at the local level.
- Assist Elders with information regarding Medicaid, Medicare and State Senior Services.
- Schedule meetings, record and transcribe minutes for NVU Elder Committee.
- Assist in day to day office operations relating to Elders Services.
- Assist tribal members with information requests relating to the Elders Services Program at the local level.
- Work with Tribal Enrollment to maintain an accurate enrollment of village Elders.
- Maintain local filing system and office procedures.
- Receive visitors, answer phones and disseminate information including health and wellness.
- Assist with gathering information pertaining to Elders Services and disseminating information.
- Compose letters and answer routine correspondence, type reports, and correspondence for grants related to services.
- Other duties as assigned by the Executive Director.

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

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This position is contingent upon grant funding.

NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.