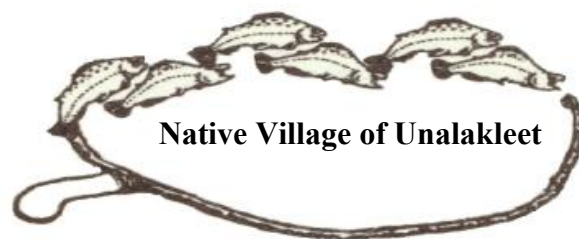


**Job Title:** ASSISTANT PROJECT COORDINATOR  
**Reports to:** Project Coordinator  
**Status:** Part-time, Non-exempt, Hourly  
**Wage:** \$25.00/hour, 28 hours/week  
**OPEN:** February 24, 2026  
**CLOSE:** Until Filled



### **JOB SUMMARY**

The Assistant Project Coordinator is under the general supervision of the Tribal Administrator. The Assistant Project Coordinator is responsible for helping the Project Coordinator to complete Office of Victims of Crime grant objectives to develop and establish a program to provide services to crime victims that are culturally-appropriate and include traditional knowledge and a trauma-informed approach.

### **GRANT FUNDED**

Native Village of Unalakleet Victim Services Program Grant – Office of Justice Programs.

One (1) year temporary grant project.

Funding may be available at the end of the grant to sustain this position.

### **ESSENTIAL QUALIFICATIONS**

- Experience and demonstrated knowledge of victims' services and programs
- Knowledge and understanding of the community including cultural values and beliefs, history, and family systems.
- Energetic, forward thinking, and creative with high ethical standards and an appropriate professional image.
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment testing.
- Indian preference applies
- Driver's license required
- Ability to communicate effectively, write reports, and make informed recommendations on clients' well-being.
- Must demonstrate the ability to communicate verbally in a professional manner.
- Must be able to maintain confidentiality
- Ability to analyze reports and other available data to determine needs, identify problems and initiate action plans.
- 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.

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

- Ability to work independently
- The Assistant OVC Project Coordinator will support operations of the Women's Shelter, including maintaining and replenishing supplies, preparing the space for client use, and ensuring the shelter remains safe, welcoming, and trauma informed.
- Assist with opening the Women's Shelter to clients as needed and providing direct support to individuals accessing services, including advocacy, resource coordination, and culturally responsive assistance
- Assist clients with their paperwork and forms
- Assist clients by driving them to flights and appointments and/or gather supplies they may need (groceries/clothing/etc)
- Organize and/or assist in educational/outreach events for the OVC program
- Attend monthly OVC Outreach Committee meetings
- Work well with other entities to provide the best care possible to clients
- Bachelor's degree in related field preferred
- Work experience can substitute for a degree on a year-by-year basis
- Responsibility for displaying sensitivity to the needs of the village, its culture, traditions, behavior patterns and background.
- Works closely with the planning team and consultants to achieve the goals
- Assist with the development and implementing of trainings and presentations.
- Familiarity with the community required.

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

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

Native Village of Unalakleet  
PO BOX 270  
Unalakleet, AK 99684

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