

Job Title: ASSISTANT PROJECT COORDINATOR
Reports to: Project Coordinator
Status: Part-time, Non-exempt, Hourly
Wage: \$20.00/hour, 20 hours/week
OPEN: June 19, 2020
CLOSE: July 06, 2020 OR 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.
Three (3) year temporary grant project from 01/01/2020 to 12/31/2022.
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
- Ability to communicating effectively, write reports, and make informed recommendations on clients' well-being.
- Must demonstrate the ability to communicate verbally in a professional manner.
- 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
- 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.

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