



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Cultural Center Coordinator

Team: Cultural Center
Reports to: Cultural Director
FLSA Status: Non-Exempt from Overtime

Salary Range: \$16-19 per hour
Schedule: Full Time, Regular
Last Revised: March 2019

The Ilanka Cultural Center Coordinator maintains and markets the gift shop, webstore, cache & tribal library as well as assists with cultural programming and projects.

This position performs a variety of routine work within established policies & procedures and receives detailed instructions on new projects and assignments.

Responsibilities/Duties:

- Open, close & cashier for gift shop & museum
- Manage, market and update the ICC webstore
- Manage ICC social media presence
- Advertising for ICC
- Update giftshop displays.
- Price Merchandise & Consignment Artwork
- Participate with Purchase of Merchandise & Consignment Artwork
- Track Inventory using Point of Sale system.
- Provide Cultural Information to Visitors
- Maintain organized & secure tribal library
- Assist with current cultural programs and projects
- Answer telephones, answer questions, take messages, etc.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Good organizational skills. Good design and written English skills. Excellent computer skills, including Microsoft office and Adobe programs. Ability to follow instructions, and exercise independent judgment. Knowledge of point of sale systems. Ability to manage and market webstore. Knowledge of Prince William Sound Native history, culture, language, traditions, values. Knowledge of fiscal management. Excellent customer service skills.

Education Requirement

Bachelor's degree in business preferred. High School Diploma or equivalent required.

Experience Requirement

1-year customer service experience preferred. Experience with WordPress or similar website platform preferred.

