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

## Wellness Event Coordinator

*This position is responsible for scheduling and planning events designed for wellness, including substance abuse prevention and promotion of healing from abuse/neglect.*

This position performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments, work is discussed frequently, and supervisor signs off on all activities.

**Team:** Tribal Family Services

**Reports to:** Tribal Family Services Director

**Salary Status:** Non-Exempt from Overtime

**Salary Range:** \$17.00 - \$19.00

**Schedule:** Part-time 30 hours/week

**Last Revised:** March 2019

### Responsibilities/Duties

- Coordinates and administrates annual Sobriety Celebration
- Coordinates and administrates quarterly wellness/sober events
- Coordinates and administrates annual Alaganic Picnic
- Administrates the Food Distribution on Indian Reservation (FDPIR) program.
- Coordinates additional prevention activities for tribal and community members
- Other duties as assigned

### Competencies (Knowledge, Skills and Abilities)

Excellent organizational skills. Attention to detail is of utmost importance. Must have excellent ability to prioritize tasks and meet deadlines. Ability to communicate well with employees and management. Proficiency with social media. Self-directed/self-starter. Ability to use basic office software including Microsoft Word, Excel, PowerPoint. Good attendance and work habits is mandatory. Ability to practice absolute confidentiality.

### Experience Requirement

Two years office experience preferred. Event or project management experience preferred. Must have a valid Alaska Driver's License and a clean driving record.

### Education Requirement

High school diploma or equivalent

### Performance Standard

Regularly sit for long period of time to complete tasks.

Regularly bend, crouch, stand, move about to complete work.

Typically lifts 15 lbs. to coordinate work.

Regularly use mental, oral, and written methods to complete work.

Regularly use mathematical and linear thinking skills to provide accurate, literate work.

Occasional evening or weekend work per event scheduling.

