



---

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

---

## **Ilanka Cultural Center Assistant**

*The Ilanka Cultural Center Assistant is the main coverage for the gift shop, museum, cache & tribal library as well as assists with cultural programming and projects.*

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

**Salary Range:** \$14-16 per hour  
**Schedule:** Part Time, Seasonal  
**Last Revised:** April 2019

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.
- Update giftshop displays.
- 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. Proficient computer skills, including Microsoft office and Adobe programs. Ability to follow instructions, and exercise independent judgment. Knowledge of point of sale systems. Knowledge of Prince William Sound Native history, culture, language, traditions, values. Excellent customer service skills. Knowledge of subsistence practices and ability to work with tribal members on projects.

### **Education Requirement**

High School Diploma or equivalent required.

### **Experience Requirement**

1-year customer service experience preferred. Experience with Photoshop preferred.

### **Performance Standard**

Regularly manipulate a variety of data via verbal, written and electronic media.  
Regularly sit for long periods of time to complete tasks.  
Regularly bend, crouch, stand, move about to complete work.  
Typically lifts 25 lbs. to coordinate work.  
Regularly manipulate electronic data to gather, input and otherwise coordinate work.

