



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

Intern

This position works with NVE's cultural, IT, and Administrative Departments in order to assist programs and learn various job skills.

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

Team: Administrative

Reports to: Varies

FLSA Status: Non-Exempt from Overtime

Salary Range: \$12.00-\$14.00 per hour

Schedule: Part-Time, Temporary

Last Revised: May 2019

Responsibilities/Duties

- Work with Cultural Department:
 - ICC Front desk – assist customers/use POS system to complete sales/answer phone.
 - Museum – making boxes, learning to care for artifacts.
 - Subsistence – learning to process food.
 - Cultural Classes – working with scheduling, as well as learning some cultural arts.
 - Library – help organize the tribal library.
- Work with IT Department:
 - Assist with the setup of a computer lab at the Eyak Corp.
 - Assist IT department with various projects.
- Work with Administrative Department:
 - Tribal Council packet assembly.
 - Assist with answering phones, take and distribute messages on email system.
 - Greet and provide information to visitors.
 - Assist with general offices tasks such as copying, faxing, scanning, filing and small administrative jobs.
 - Assist with processing mail and parcels.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Ability to communicate well with employees and management. Good attendance and work habits. Good knowledge of computers, office equipment and Microsoft Office suite. Ability to work with a supervisor, capable of using resources to carry tasks to completion.

Experience Requirement

None.

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



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Education Requirements

High school diploma or equivalent or currently enrolled in High School program.

Performance Standard

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.

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

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

Environmental Factors

Work will be completed in an administrative office, exposure to typical office equipment including copiers.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date

Team Leader Signature

Date