

## KAWERAK POSITION DESCRIPTION

DIVISION: Natural Resources  
JOB TITLE: Local Assistant II  
POSITION STATUS: Part-time, temporary  
EXEMPT STATUS: non-exempt  
PAY SCALE GRADE: Range 8-9-10  
REPORTS TO: Social Science Program Director

### BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Coordinates with Tribal Councils, local experts, project participants, and Kawerak Social Program and Natural Resources staff to arrange interviews, focus groups, workshops or other meetings or events.
2. Transcribes audio recordings.
3. Participates in interviews, focus groups, workshops or other meetings or events with community members, including taking notes, recording interviews, or taking photographs.
4. Assists in the collection of data regarding subsistence activities and traditional knowledge.
5. Distributes and collects materials from community members.
6. Translate, if necessary.
7. Other duties as assigned by the Social Scientist.

### QUALIFICATIONS:

1. High school diploma or GED.
2. Must possess excellent oral communication skills.
3. Must be comfortable working with community members.
4. Strong organizational skills required. Must be dependable, self-motivated and able to work with minimum supervision.
5. Must be willing to learn new technology and apply to work (digital sound and video recorders).
6. Computer/keyboarding and office skills required. Knowledge of Microsoft, Word, Windows and Internet required.

EEO

(Approved 4-6-17)