

KAWERAK POSITION DESCRIPTION

DIVISION:	Natural Resources
JOB TITLE:	RHA Project Assistant
POSITION STATUS:	Regular-Part time
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	10-11-12
REPORTS TO:	RHA Program Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Assist program director with the implementation of project goals and objectives.
- 2) Assist program director in monitoring expenditures of the project(s). Produce budget projections as requested.
- 3) Assist with preparations of meetings and compilation of meeting packets.
- 4) Assist with preparation of reports and dissemination of informational materials to reindeer herders and appropriate agencies.
- 5) Assist with contract development, processing and records management.
- 6) Coordinate travel for program constituents and staff, ensuring completeness of travel authorizations and trip reports, etc. Keep accurate records of program travel.
- 7) Recruit for available project positions and complete all necessary employment hire documents for submission.
- 8) Work with reindeer herd owners, state and federal agencies in the implementation of projects.
- 9) Enter data utilizing computer software.
- 10) Generate reports utilizing computer software.
- 11) Other duties as assigned by the RHA Program Director.

QUALIFICATION:

- 1) High School Diploma or G.E.D., plus 2 years working experience coordinating programs and services.
- 2) One year supervisory experience preferred.
- 3) Must possess effective writing and oral communication skills.
- 4) Effective organizational and records management skills required.
- 5) Ability to work and interact positively with tribes, state, and federal agencies.
- 6) Computer keyboarding and office skills required. Knowledge of Microsoft Word, Windows, Excel and internet skills required. Knowledge of Access preferred