



Louden Tribal Council

P.O. Box 244
Galena, Alaska 99741
Phone (907) 656-1711
Fax (907) 656-2491

Youth Supervisor/On Call Administrative Assistant

Purpose: This position will supervise youth workers. This position may also help with general office duties as needed.

Temporary/Part Time: 5 hour a day.

Salary: DOE

Duties and Responsibilities:

1. Supervise youth workers. Plan the duties and responsibilities of the youth workers.
2. Be with the workers at all times.
3. May perform general office duties as needed. Answer phones, process incoming calls/outgoing mail and filing as needed.
4. Assist Tribal Council with various projects and needs.
5. Collect, sort, distribute and prepare mail, messages, and courier deliveries.
6. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
7. Answer telephones, direct calls, and take messages.
8. Other job duties as assigned.

Skills and Abilities:

1. Self motivated
2. Strong organization skills, attention to detail
3. Effective communication skills; oral and written
4. Ability to work collaborating with other team members

Education and Experience:

1. Minimum of high school Diploma

Under the Authority of P.L. 93-638 Indian Preference shall be given to the Applicant(s) who meet the minimum qualifications pursuant to the Loudon Tribal Council's Personnel Policies and Procedures.