

JOB DESCRIPTION

**LOUDEN SUMMER YOUTH
OFFICE ASSISTANT**

Location: Louden Tribal Council – Galena, Alaska

Hourly Wage: \$15.00 /hr

Hours per Week: 20 hours with no overtime

Start Date: June 1, 2022

End Date: August 31, 2022

APPLICATIONS DUE MAY 20, 2022

Minimum Qualifications:

- Ages 14-21 (14-17 must have valid work permit before start of hire)

Job Description:

Youth Office Assistant will work on special projects and office tasks under the direction of the Louden Office Manager or Tribal Administrator. In addition, youth workers will be required to attend a brief orientation reviewing “What Employers Expect and Interview Skills”. They will receive tips on building their resumes and attend at least two Council Meetings to report their activities.

Job Responsibilities/Past Projects:

- Filing/Organizing
- Answering Phones
- Assisting with Workshops or Special Events
- Creating Flyers
- Other Projects as Needed

Knowledge and abilities:

- Willingness to learn
- Willingness to take direction
- Ability to work independently and with others
- Basic knowledge of computer programs (Adobe, Word, Excel, etc.) or willingness to learn

Applications available at Louden Tribal Office.

Contact Brooke at 656-1711 with questions