

JOB DESCRIPTION

**LOUDEN SUMMER YOUTH
OFFICE ASSISTANT**

Location: Louden Tribal Office – Galena, Alaska

Hourly Wage: \$15.00 /hr

Hours per Week: 20 hours with no overtime

Start Date: June 1, 2024

End Date: August 31, 2024

APPLICATIONS DUE MAY 16, 2024

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. 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