



Louden Tribe

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

**** JOB ANNOUNCEMENT ****

Position: Temporary Program Assistant
Location: Louden Tribal Council Office – Galena, Alaska
Supervisor: Tribal Administrator
Salary: \$25 - \$29 per hr DOE
Employment Status: Part to Full Time, Temporary

JOB SUMMARY

Under the supervision of the Tribal Administrator, the Temporary Program Assistant is responsible for helping with various projects and programs throughout the summer months. These programs/projects may include but are not limited to assisting with Denakkanaaga Elders & Youth Conference, Louden's Environmental Program, Louden's Housing Program, culture camp activities and overseeing summer youth workers.

JOB RESPONSIBILITIES

- Oversee up to four (4) Summer Youth Workers for four (4) hours a day
- Assist staff with the Denakkanaaga Elders & Youth Conference
- Work under the direction of the Tribal Administrator or Program Manager to fulfill grant deliverables and tasks
- Assist with simple office tasks when needed

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work both independently and with others on a variety of projects
- Ability to work and stand up to eight (8) hours per day
- Ability to lift up to fifty (50) lbs
- Ability to work on a number of different tasks as assigned
- Valid driver's license as well as the ability to comply with Tribal Vehicle Use Policy
- Must be eligible for employment in the U.S.

Louden Tribal Council (aka Galena Village) is an Equal Opportunity Employer but does practice Indian Preference Hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per LTC Policies applicants must pass pre-employment drug testing, and willing to submit a to a background check.