



*Louden Tribe*

P.O. Box 244  
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## **\*\*JOB ANNOUNCEMENT\*\***

**Job Description:** Housing & Transportation Assistant  
**Location:** Louden Tribal Council Office – Galena, Alaska  
**Supervisor:** Housing & Transportation Director  
**Salary:** \$22 - \$25 per hour DOE  
**Employment Status:** Part Time Permanent  
**Open:** Until filled

### **Project Summary:**

The Louden Tribe is searching for a part-time employee in Galena to help with various housing and transportation projects including but not limited to tasks such as simple building and vehicle maintenance, water/sewer thaw services, snow removal, etc.

### **Job Responsibilities:**

- Work under the direction of the Housing & Transportation Director to fulfill grant deliverables such as taking construction project photos, monthly rental checks and inspections, etc.
- Respond to requests for assistance for water/sewer thaw and snow removal as part of Louden’s Elder Assistance Program and conduct weekly check ins with elders
- Others duties as assigned

### **Knowledge and Abilities:**

- Ability to work both independently and with others on a variety of projects
- Must have knowledge of Microsoft Office products and basic computer skills
- Practice safety and maintain a safe working environment
- Ability to work and stand up to eight (8) hours per day
- Ability to lift up to fifty (50) lbs
- Ability to work with a variety of power tools
- Good organizational skills
- Valid driver’s license as well as the ability to be able to comply with Tribal Vehicle Use Policy
- Must be eligible for employment in the U.S.

***The Louden Tribe 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 Louden policies, applicants may be subject to pre-employment drug testing and background check.***