

## 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, 2025

**End Date:** August 31, 2025

**APPLICATIONS DUE MAY 16, 2025**

### 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 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
- Helping Elders
- 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