



Louden Tribe

P.O. Box 244
Galena, Alaska 99741
Phone (907) 656-1711
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****JOB ANNOUNCEMENT****

Job Description: Transportation Coordinator
Location: Louden Tribal Office – Galena, Alaska
Supervisor: Tribal Administrator
Salary: \$25 - \$30 per hour DOE
Employment Status: Part-Time Permanent
Open: Open Until Filled

Project Summary:

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

Job Responsibilities:

- Work under the direction of the Tribal Administrator and Grants Manager to fulfill grant deliverables such as developing and implementing transportation projects, creating project plans and budgets, posting and evaluating requests for project proposals, etc.
- Manage and implement transportation grants under guidance from the Tribal Administrator and Grants Manager
- Work under the direction of the Tribal Council to advance initiatives and programs for the Louden Transportation Department
- Respond to requests for assistance for water/sewer thaw and snow removal as part of Louden's Elder Assistance Program
- 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.