



**KALTAG TRIBAL COUNCIL**  
**12 E STREET/PO BOX 129**  
**KALTAG, AK 99748**  
**907-534-2224 PHONE**  
**907-534-2299 FAX**  
**KALTAGTRIBE@HOTMAIL.COM**

**COVID-19 PREVENTION COORDINATOR ASSISTANT**

**JOB DESCRIPTION**

<b>LOCATION</b>	Kaltag, Alaska
<b>SALARY</b>	\$16.00/hour, 20 hours/week (Mon-Fri)
<b>SUPERVISOR</b>	COVID-19 Prevention Coordinator
<b>JOB SUMMARY</b>	Assist COVID-19 Prevention Coordinator with planning, organizing, and management of the ARPA funding.
<b>RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Become familiar with the grant.</li> <li>2. Receive, read, and route incoming mail or email only related to the ARPA grant.</li> <li>3. Maintains files of correspondence related to the ARPA grant. Type correspondence forms, reports, and other related material as necessary to grant.</li> <li>5. Work jointly with the COVID-19 Coordinator and Bookkeeper on required reports.</li> <li>6. Attend Kaltag Tribal Council monthly meetings and submit monthly reports to the KTC.</li> <li>7. Other duties may be assigned by the Council, Tribal Administrator, and COVID-19 Prevention Coordinator.</li> <li>8. Answer telephone and take messages.</li> <li>9. Post public notices with COVID-19 Updates.</li> </ol>	
<b>MINIMUM QUALIFICATIONS</b>	
<ol style="list-style-type: none"> <li>1. Must be at least 18 years of age.</li> <li>2. High school diploma or GED required</li> <li>4. Knowledge of general office procedures and ability to operate standard office equipment.</li> <li>4. Familiar with computer skills required and Microsoft programs.</li> </ol>	
<b>PHYSICAL DEMANDS</b>	
Must be able to lift, carry, push, and pull at least 50 pounds	
<b>SUMMATION</b>	
Job incumbent must be organized and timely. Good public relation skills are essential in working with the public. Must be flexible to adapt to evolving job duties and must be to work independently with limited supervision. Must maintain confidentiality.	