



**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**

**JOB DESCRIPTION**

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|---|--|
| <b>LOCATION</b>   | Kaltag, Alaska   |
| <b>SALARY</b>   | \$18.00/hour, 40 hours/week (Mon-Sat)  |
| <b>SUPERVISOR</b>   | Tribal Administrator/Tribal Council  |
| <b>JOB SUMMARY</b>  | Planning, organizing and management of the ARPA funding, office management and oversees projects for the Tribal Council related to the ARPA grant. |
| <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>4. Maintain all accounts receivable and payable records for audit purposes.</li> <li>5. Work jointly with the bookkeeper on required reports.</li> <li>6. Attend council meetings and submit regular progress to the council related to the grant.</li> <li>7. Attend task force meetings every Tuesday.</li> <li>8. Meet every plane, and document incoming passengers for tracking of possible Covid-19 exposure. You will get one (1) hour total on Saturday for meeting the plane(s).</li> <li>9. Other duties as may be assigned.</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. Have a valid off-road license.</li> <li>3. High school diploma or GED required</li> <li>4. Knowledge of general office procedures and ability to operate standard office equipment.</li> <li>5. Ability to compute mathematical calculations for budget preparation and analysis.</li> <li>6. Previous grant experience preferred. Ability to organize and prioritize and work and to meet deadlines.</li> <li>7. Familiar with computer skills required and Microsoft programs.</li> <li>8. Experience in making technical presentations and working with community groups.</li> </ol>   |  |
| <b>PHYSICAL DEMANDS</b>   |  |
| Mostly sedentary position. Some travel required. Incumbent must be able to lift, carry, push, and pull at least 50 pounds. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful position.  |  |
| <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.   |  |