

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: Project Assistant; COVID CDC
Temporary Project position now through June 9, 2022

OBJECTIVE: Provide assistance related to the Bristol Bay COVID-19 Preparedness and Response project; a project expected to end on June 9, 2022.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. High School Diploma or equivalent. Three years office experience, preferably in a similar service. Computer proficient using Word processing and Excel spreadsheet applications. Strong organizational, writing and reading skills. Willing to develop skills related to the project's range of activities. Must be able to work with supervisor directives paying close attention to detail and with minimal supervision. Ability to independently track multiple tasks and provide follow-through to meet timelines and funding requirements. Physical requirements vary between none to medium work that may involve lifting light to heavy items and carrying them for a short distance. Familiarity with the Bristol Bay area, people and cultures is desirable. Willing and able to arrange travel throughout the region. Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.

ESSENTIAL JOB RESULTS

Provide clerical and supportive services for the COVID CDC Project

by

- Developing a basic understanding of the project funding source, regulations, functions, policies & procedures.
- Assisting with procuring, inventorying, replenishing, and disbursing supplies and equipment.
- Copying, faxing, and filing.
- Preparing correspondence and shipments for disbursement and maintaining a log.
- Assisting with travel arrangements and processing travel paperwork.
- Maintaining a shared Calendar for project planning activities and events.
- Assisting with data collection for grant performance evaluation and reporting.
- Assisting with research and fact-finding, including but no limit to telephone and/or village surveys.

Provide assistance with meeting preparation

by

- Assisting with department sponsored meetings to ensure they are well organized with adequate notice and optimal participation by setting up teleconferences as needed, reserving space, and communicating with participants.
- Putting together agendas and packets and ensuring adequate notice.
- Recording and taking notes, preparing meeting summaries or minutes.

Keeps Management Informed

by

- Communicating frequently with Supervisor.
- Keeping a daily log of activities for any relevant statistics.
- Preparing a comprehensive monthly report.

Monitors and improves program and service quality.

by

- Measuring accomplishments against desired outcomes.
- Participating and collaborating with internal planning teams and similar groups to improve overall effectiveness of the program.

Protect program integrity and client privacy

by

- Abiding by BBNA’s policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

DUTY STATION: Dillingham Annex Building

SALARY: \$20 to \$25 per hour or \$39,000 to \$48,750 per year

REPORTS TO: Program Development Department Director

Employee Acknowledgement

Date

Supervisor

Date

Human Resources Director

Date

President / Chief Executive Officer

Date