



NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

TITLE: ARPA Project Specialist

REPORTS TO: ARPA Manager

DEPARTMENT: APRA

CLASSIFICATION: NON-EXEMPT / Full Time/Temporary

SALARY: DOE

JOB SUMMARY:

Under general supervision of the ARPA Manager or his/her designee, ARPA Project Specialist provides case management and program support of a highly responsible and confidential nature to achieve the goals and objectives of ARPA and other grants. Accept and review applications for NVOK COVID-19 Homeowner Assistance Fund Program and Tribal Broadband and other grant programs. The primary responsibility distributing and collecting applications, ensure supporting documents are submitted with an application to determine applicant eligibility for the Homeowner Assistance Program, ARPA programs or funding, Tribal Broadband and other granted programs.

Performs front desk receptionist duties including routine clerical, secretarial and administrative work. This includes answering telephones, receiving the public, providing customer assistance, mail-processing, and record keeping. Assists with Tribe's public relations projects. Prepares travel for NVOK employees.

DUTIES AND RESPONSIBILITIES:

Application Processing & Case Management

- Distribute, collect, and review applications for the NVOK COVID-19 Homeowner Assistance Fund Program, Tribal Broadband, and other grant programs.
- Verify that all required supporting documents are submitted with applications.
- Assess applicant eligibility based on program guidelines and funding criteria.
- Maintain accurate records of applications, approvals, and denials.
- Provide assistance to applicants regarding application procedures, required documentation, and program eligibility.

Grant Program Support

- Assist in tracking and monitoring ARPA and other grant program expenditures and allocations.

- Maintain compliance with grant reporting requirements by preparing and submitting necessary reports.
- Support ARPA program initiatives by coordinating outreach, public relations, and community engagement activities.

Administrative & Clerical Duties

- Perform receptionist duties, including answering telephones, greeting visitors, and responding to inquiries.
- Process and distribute incoming and outgoing mail and correspondence.
- Maintain filing systems, both electronic and paper, ensuring confidentiality and compliance with data management policies.
- Draft and prepare correspondence, reports, and other official documents as required.
- Schedule meetings, take meeting minutes, and manage office calendars.

Travel & Logistics Coordination

- Arrange travel accommodations, including flights, lodging, and transportation, for NVOK employees.
- Process travel authorizations, reimbursements, and related documentation.
- Ensure compliance with tribal and grant-related travel policies.

Other Duties

- Assist ARPA Manager and other staff with special projects and assignments as needed.
- Stay informed of tribal, federal, and state regulations regarding ARPA and other funding programs.
- Perform other related duties as assigned.

PERSONAL TRAITS

Employees of the Native Village of Kotzebue are expected to promote the organization's mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

KNOWLEDGE AND SKILLS

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copiers, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

MINIMUM QUALIFICATIONS:

- High School Diploma/GED Equivalent.

ADDITIONAL REQUIREMENTS OR CREDENTIALS:

- One-year experience in computerized office setting and familiarity with MS Office programs including: Word, Excel, MS Project, Windows Operating Systems Internet, and related programs.
- Work independently and accurately in an atmosphere of frequent interpretations.
- Learn, follow, and apply statues, regulations, policies, and procedures.
- Handle difficult situations with sensitivity and good judgement.
- Communicate effectively.
- Plan and organize work assignments, including schedules and file systems.

Employee Signature

Date

Executive Director

Date

Native preference will be given in recruiting and hiring, consistent with the Indian Self- Determination and Education Assistance Act, P.L. 93-638, as amended.

Kotzebue IRA is an Equal Opportunity Employer, and all qualified applicants will be considered for employment.