



NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

Job Description

TITLE: American Rescue Plan Specialist
JOB TYPE: Temporary/Full-time
REPORTS TO: American Rescue Plan Manager
CLASSIFICATION: Non-Exempt
SALARY GRADE: DOE
AVAILABILITY: 2 POSITIONS
OPEN DATE: October 4th, 2021 (until filled)

JOB SUMMARY:

Under general supervision, executes confidential data entry assignments for the American Rescue Plan Act (ARPA) Financial Assistance Program, including contacting Tribal membership for updated information; performs a variety of general duties related to data entry work as required. Assist with the ARPA duties and the Native Village of Kotzebue with general office duties.

QUALIFICATIONS:

- High School Diploma, GED or equivalent. Higher Education/Certification preferred
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals
- Ability to carry out instructions furnished in written, oral, electronic or diagram form
- Knowledge of Excel and word processing software, knowledge of Microsoft Office Products, data entry, attention to detail and willing to learn new skills
- Ability to troubleshoot computer issues with the assistance of Maniilaq IT and NVOK staff
- Must be self-motivated, independent, results oriented, and comfortable in a team work environment
- Great organizational skills
- Preferred Enrolled Member of the Native Village of Kotzebue
- Valid Alaska Driver's License Preferred

DUTIES AND RESPONSIBILITIES:

- I. Assist with projects funded by the American Rescue Plan Act
- II. Ensure that accurate information is entered and maintained into a specific database
- III. Identify any problems with the database and taking appropriate action to alleviate
- IV. Maintain accurate records while keeping filing system updated
- V. Ensure that appropriate security measures are taken to prevent unauthorized access to data, in accordance with the Data Protection Act
- VI. Submit Project Reports to ARPA Manager to be shared with the NVOK Tribal Council
- VII. Maintain operations by following policies and procedures
- VIII. Maintain client confidentiality

To submit an employment application/resume please stop by the Native Village of Kotzebue office or visit our website at www.kotzebueira.org or call 442-3467

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