



## **PETERSBURG INDIAN ASSOCIATION**

**PO Box 1418  
15 N. 12<sup>th</sup> Street  
Petersburg, Alaska 99833  
Phone: 907-772-3636  
Fax: 907-772-3637**

### **JOM Director**

**Employer: Petersburg Indian Association**

**Supervisor: 638 Director**

**Job Status: Permanent part-time**

**Job Wage: DOE**

### **Job Description:**

- Develops and implements educational and cultural programming for JOM students.
- Identify JOM students within the school district and work to bring them into the program.
- Keeps accurate records of time and dates of students served by the JOM Program.
- Prepare for and assist the JOM Parent Committee during meetings.
- Maintain communication with parents to meet cultural goals of students.
- Plan and implement cultural activities.
- Coordinate fundraisers.
- Work with 638 Director to prepare monthly/quarterly reports.
- Communicate with JOM Parent Committee, PIA Administration, and parents regarding the program.
- Perform other duties associated with the JOM Grant, as assigned.

### **Requirements:**

- Must be alcohol/substance abuse free.
- Must undergo and clear a pre-employment drug screening, background check, and character investigation.
- Adheres to the Petersburg Indian Association Employee Confidentiality Agreement.
- Adheres to the Petersburg Indian Association Code of Conduct.
- Native hiring preference applies.