



PETERSBURG INDIAN ASSOCIATION

PO Box 1410

15 N. 12th Street

Petersburg, Alaska 99833

Phone: 907-772-3636

Fax: 907-772-3637

Job Title: Tribal Administrator Assistant

Location: Petersburg, Alaska

Department: Administration

Reports to: Tribal Administrator

Employment Type: Full-Time/Part-Time

Job Summary:

The Tribal Administrator Assistant will provide administrative support to the Tribal Administrator and other departments within the Petersburg Indian Association. This role involves a variety of tasks to ensure the smooth operation of the association, including clerical duties, communication management, and assisting in the implementation of programs and services that benefit tribal citizens.

Key Responsibilities:

Administrative Support:

- Assist the Tribal Administrator in daily tasks, including scheduling, correspondence, and record-keeping.
- Prepare and manage documents, reports, and presentations as needed.
- Handle incoming and outgoing communications, including emails, phone calls, and mail.

Program Assistance:

- Support the implementation and coordination of tribal programs and services.
- Assist with the preparation and submission of grants and reports.
- Coordinate logistics for meetings, events, and workshops.

Community Engagement:

- Maintain positive relationships with tribal citizens and community members.
- Assist with outreach efforts, including updating social media, newsletters, and website content.

Office Management:

- Manage office supplies and maintain an organized workspace.
- Assist with budget tracking and financial reporting as directed by the Tribal Administrator.
- Coordinate with vendors, contractors, and other external partners as needed.

Other Duties:



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- Perform other tasks as assigned by the Tribal Administrator to support the mission and goals of the Petersburg Indian Association.

Qualifications:

Education & Experience:

- High school diploma or equivalent required; associate degree or higher preferred.
- Previous administrative or office management experience is a plus.
- Experience working with tribal governments or organizations is preferred.

Skills & Abilities:

- Proficiency in Microsoft and Google work (Word, Excel, PowerPoint) and other relevant software.
- Proficiency in creating and managing PDF forms.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize in a dynamic work environment.
- Cultural sensitivity and a commitment to serving the needs of tribal citizens.

Working Conditions:

- This position is primarily office-based, with occasional community events or meetings.

Salary:

- Salary is commensurate with experience and qualifications.

Benefits:

- The Petersburg Indian Association offers a competitive benefits package, including paid time off and retirement plan options.

Application Process:

- Interested candidates should submit an application to Careers@piatribal.org
- Open until filled.