



**Petersburg Indian Association**  
**PO Box 1418**  
**Petersburg, AK 99833**  
**Phone: 907-772-3636 Fax: 907-772-3637**



**JOM Director**

**Employer: Petersburg Indian Association**

**Supervisor: Tribal Administrator**

**Job Status: Permanent part-time**

**Job Wage: \$22-25 per hour**

**Job Description:**

JOM Director is responsible for the management of the Johnson O'Malley program.

**Grant Management**

- Keeps accurate records of time and dates of students served by the JOM Program
- Prepare for and assist the JOM Parent Committee during monthly meetings
- Work with the Tribal Administrator to prepare monthly/quarterly reports
- Works to enroll eligible students into the program
- Coordinate a Parental Needs Assessment yearly.

**Community Engagement**

- Work with other community organizations to plan and execute cultural and community events
- Communicate with JOM Parent Committee, PIA Administration, and parents regarding the program
- Maintain communication with parents and the school district to meet cultural and educational goals of students
- Plan and implement monthly cultural activities
- Coordinate fundraisers
- Be available to tutor students on an afterschool basis
- Be able to work occasional weekends

**Other**

- Attend Trainings and be certified to administer quarterly Positive Indian Parenting classes for the community.
- Other duties as assigned.

**Skills & Abilities**

- Proficiency in Microsoft and Google work (Word, Excel, PowerPoint) and other relevant software.
- Proficiency in creating and managing PDF forms.



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- 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.

### **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](mailto:Careers@piatribal.org)
- Deadline for Applications: Sept 5<sup>th</sup>, 2025.
- Applicants must be able to pass a pre-employment drug screening, and a finger print based background check.