ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS

JOB TITLE: Tribal Services Intern
REPORTS TO: Tribal Services Director
JOB CLASS: JC 25
DEPARTMENT: TSD
POSITION STATUS: Temporary, Non-Exempt
PREPARED BY: Deborah L. White, HR Director
APPROVED: April 2015

Summary Job Goal: The Tribal Services Intern is a temporary summer position for the Tribal Services Department. This person will work closely with TSD staff to pursue economic and energy development opportunities for the AVCP region.

Performance Responsibilities: include the following.

- Assists in the research of funding opportunities for Tribes in the AVCP Region.
- Assists in the development of correspondence and grant applications.
- Keep meeting minutes and notes during meetings and internal department meetings.
- Work closely with the Program Support Specialist and Tribal Operations Specialists to
  - Develop training material
  - Update PDF library and departmental folders.
- Create Tribal ID’s and update enrollment records.
- Cross train with other BIA programs.
- Work with Tribal Services staff on projects.
- Other Duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have strong written and verbal skills. Strong inter-personal skills are required. Familiarity with Yup’ik lifestyles is preferred. Fluency in Yup’ik is strongly preferred. The position is subject to Native Preference per P.L. 93-638. Proficiency in office and computer equipment and software is required.

EDUCATION AND EXPERIENCE: High School diploma or GED is required. Enrollment in an accredited university is strongly preferred. Previous experience in office support and/or administrative assistance is strongly recommended.

CERTIFICATES, LICENSES, REGISTRATIONS: none

Employee Signature Date Approved, Human Resources Date
Department Director Date Approved, Executive Vice President Date

Addendum of Equipment:
Microsoft Office – Word; Excel; Publisher; Power Point; Outlook