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Job Announcement

Closing Date: 10/19/2020

Position Opening: COVID Support Specialist – CARES Act (2 openings)
Part time, Temporary/Seasonal (30hrs. /wk.), Pay Range: \$20.50/hr. (DOE)

Opening Date Range: October 19th, 2020 – December 4th, 2020

Description: The Native Village of Napaimute is seeking to hire two temporary specialists to assist with COVID related procurement, distribution of supplies to recipients, contacting tribal members to assess needs. Can work remote with flexible hours.

Duties: Major duties and responsibilities of this position include planning, administrative, organizing, procurement of supplies for delivery to tribal members. Items include food, supplies, COVID prevention supplies (to mitigate or prevent spread of COVID-19)

Duties split as following: Position 1) focused on Identifying Items, Budgeting, and Procurement
Position 2) take lead on distribution, contacts, notifications, etc.

Common tasks for each program area include:

- Collaborate with other position on identifying items, budgeting, procurement of item lists, distribution, contacts, and notifications.
- Work together to finalize delivery of COVID-19 related groceries, supplies, items to help mitigate or prevent spread of COVID-19.

Qualifications: Previous experience work with Napaimute programs preferred. Willingness to collaborate with co-COVID Support Specialist, and with Business Development & Compliance Manager to meet goals.

How to Apply: Send a resume (and cover letter if desired) to Stanley Kelly, Business Development & Compliance Manager
Email: skellynapaimuteent@gmail.com, Fax: 1-855-270-2002, or mail PO Box 352 Aniak, AK 99557.