



P. O. Box 1301
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Position: NVN Community Manager
Salary Range \$30 per hour
Employment Status: Seasonal - June 1 to October 1, part time, non-exempt,
Hours per Week: 40 hours per week - flexible schedule

Description of Duties:

Responsible for overall maintenance and proper operation of all assets owned by the Native Village of Napaimute in the original village site and surrounding tribally-owned lands in accordance with NVN policies and procedures. This includes operation and maintenance of all physical grounds, buildings, equipment, facilities, and supporting infrastructure such as boats, the community building, the airfield, the landfill, etc. Also manage the home site program, gas sales/inventory and equipment rental program.

Job duties include:

- Maintain all NVN assets and property including but not limited to: Chapel, Office, Community Building, Airfield and Dump Site.
- Maintain roadways within Napaimute including roads to graveyard, new village, and dump.
- Responsible for gas purchases and sales and Tribal operations within the village during the summer months
- Manage equipment rentals and usage of NVN assets.
- Ensure program leads care and store equipment at the end of the season
- Assist with dump site management, holding users accountable to dump site policies.
- Responsible for dump site road improvements and fencing repairs.
- Manage airfield runway to NVN safety standards (grade runway, ensure wind socks and safety cones are in place)
- In coordination with Director of Tribal Development and operations, manage village operations and maintain daily/weekly contact and communication with Director Tribal Development and Operations
- Hire and Supervise summer workers as needed to accomplish work plan.
- Check mail at Napaimute and haul freight once a week.
- Manage, transport and hosting of Grantor representatives or Stakeholders in Napaimute as needed.
- Implement and/ or draft policies and procedures as needed for effective efficient operations at Napaimute.

- Provide support to all other NVN programs as needed: Fisheries, Spirit Camp, NVN Enterprises.
- Manage budget for summer operations and prepare all cash receipts, check requests for processing.
- Ensure compliance for all administrative functions such as hire and termination paperwork, timesheets, equipment use, check requests, etc).

Qualifications:

- Willing to relocate to Napaimute for summer months (May to October)
- Experience supervising employees.
- High degree of self-motivation and independency is required.
- Must have basic small engine repair/maintenance, basic electrical, plumbing and carpentry skills.
- Familiar with the operation and maintenance of all NVN equipment such as dozer, loader, boats, ATVs.
- Heavy equipment operation and maintenance experience preferred.
- Must have building maintenance experience.
- Must have well developed written and verbal skills.
- Knowledge and experience with Alaska Native Cultures in general, and Middle KuskokwimYupik Culture in particular desired
- Light bookkeeping experience preferred.
- Experience working with or for tribal governments, required.

The Native Village of Napaimute is a drug and alcohol-free work place and applicant must be able to pass a criminal background check