



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Association of Village Council Presidents • Association of Village Council Presidents, Regional Housing Authority
Bethel Community Services Foundation • Calista Corporation • City of Bethel • Lower Kuskokwim School District
Orutsararmiut Native Council • UAF - Kuskokwim Campus • Yukon-Kuskokwim Health Corporation

Support Services Coordinator

The Support Services Coordinator provides logistic support for Yuut Elitnaurviat programs and administration. The Support Services Coordinator reports to the Director of Operations, but works closely with all program staff.

Salary: \$21-\$25/hr DOE

Responsibilities:

- * Provides project and administrative assistance
- * Provides customer service for department
- * Covers front desk & answers phones as needed
- * Collaborates with program and administrative staff to complete projects and assignments
- * Schedules, confirms & tracks student travel
- * Oversees building use, room rentals & meal scheduling
- * Prepares facility and student program invoices
- * Assists with basic accounting entries/basic data entry
- * Performs other duties as assigned or required

Minimum Qualifications

- * VALID DRIVER LICENSE REQUIRED
- * At least 2 years prior work experience
- * Basic knowledge of Microsoft office software (excel, word, etc.)
- * Excellent phone and interpersonal skills
- * Experience using internet and e-mail programs
- * Proven history of punctuality and reliability
- * Ability to follow instructions and willingness to learn

Preferred Qualifications:

- * Yup'ik speaker preferred
- * Quickbooks experience preferred

Benefits: Retirement, Healthcare Reimbursement Account, PTO

Yuut Elitnaurviat is an Equal Opportunity Employer (EOE). For more information, or to apply, send employment application, resume, and cover letter to ttony@yuut.org, fax to (907) 543-0998, or call (907) 543-0999. The employment application can also be downloaded from our website (www.yuut.org) under the Apply! Tab.