



**Tribe Secretary  
Job Description  
Unalaska Location/Remote not authorized**

**Position Description:**

The Tribe Secretary provides office support to the administration team and is vital for the continued operations of the Tribal Government. The Tribe Secretary is responsible for facilitating communications in the Tribe's office and fielding interaction with the public. The incumbent's position includes answering and redirecting phone calls, scheduling meetings, and providing personalized support for the CEO and other office staff. This is a full-time, non-supervisory position operating from 8:30 to 5:00pm Monday through Friday. Evenings and weekends as necessary to assist with Food Bank and Tribal Government operations.

**Native Preference:**

The Qawalangin Tribe of Unalaska is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to qualified Alaska Native and Native American candidates.

**Reports to:** The Office Manager, CEO, COO.

**Duties and Responsibilities:**

- Greet visitors and direct them to the appropriate departments or individuals.
- Answer telephones/emails and respond to inquiries promptly and appropriately.
- Book meetings, set up conference calls, take messages and minutes during meetings.
- Perform administrative tasks, including filing, faxing, and photocopying.
- Write emails, memos, and letters.
- Assist Tribal Services Coordinator and Operations with event planning, and day-of-event activities.

**Qualifications:**

- Experience with Tribal Governments.
- Must have a high school diploma.
- Must have a working knowledge of Microsoft Office 365 programs, including Excel spreadsheets, Word, and SharePoint.
- Must be able to maintain a high level of confidentiality.
- Must be sensitive to community cultural values.



- Must have strong verbal and written communication skills.
- Must be able to successfully pass a criminal background check.
- Must have an Alaska Driver's license or be able to obtain one within 90 days of hire.
- Must be able to build and maintain positive relationships with Tribal, community and staff members.

**Compensation:**

This position is non-grant funded, full-time, nonexempt, with a salary range of \$37,448 (\$18.25/hr.) to \$59,354 (\$28.54), DOE. Employer benefits as outlined in the Personnel Policies and Procedures Manual.