



Ahtna Intertribal Resource Commission

PO Box 613 – Glennallen, Alaska 99588
Phone: (907) 822-4466 Fax: (907) 822-4406

www.ahtnatribal.org
connect@ahtnatribal.org

POSITION DESCRIPTION

Position: Human Resources/Office Manager	Location: Glennallen, Alaska
Schedule: 40 Hours Per Week	Reports To: Executive Director

The Ahtna Intertribal Resource Commission (AITRC) was established in 2011 as part of a long-standing desire of Ahtna tribes and organizations to conserve, manage, and develop the fish, wildlife, and plant resources of the Ahtna region according to culturally-relevant values. The core purpose of AITRC is to exercise tribal sovereignty and self-determination to promote traditional resource stewardship on the ancestral lands of the Ahtna people.

Summary: The Human Resources/Office Manager serves as a support to the administration department by helping maintain personnel files, recruitment, employee relations, benefits administration, assist with employee evaluations, supporting staff with administrative tasks like scheduling meetings, assisting in preparing meeting materials, creating and maintaining both electronic and hard copy files.

Responsibilities:

- Open office punctually each day, greet visitors, and answer phones
- Assist accountant with timesheets, receipts, travel requests, and audit prep
- Facilitate staff and board meetings, prepare meeting materials, and meeting minutes
- Assist in the transition of transferring personnel files into an electronic database by scanning and indexing
- Assist in writing and revising job descriptions and recruitment
- Schedule Interviews by coordinating schedules with management team and applicant
- Participate in developing department goals, objectives, and systems
- Recommend new approaches, policies, and procedures to continually improve efficiency of our organization
- Attend and represent the organization at recruiting events such as job/college fairs, conferences, and seminars
- Assist with preparations for annual open enrollment
- Assist in the coordination of employee related activities throughout the year (e.g., Christmas party, employee appreciation, Annual Meeting, etc.)
- Other duties as assigned.

Necessary Knowledge, Skills, and Abilities:

Excellent verbal and written communications skills are required for this position. The ideal candidate will demonstrate the ability to maintain pleasant working relationships, perform multiple tasks simultaneously, and uphold the highest level of confidentiality and professionalism.

- Knowledge of customer service concepts and practices
- High proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Ability to input and maintain accurate records
- Strong understanding and sensitivity to cross-cultural communications
- Ability to maintain strict confidentiality as required by State and Federal statutes
- A sense of humor is welcome

Minimum Qualifications

- Bachelor's degree from an accredited university with a focus on Human Resources or related discipline; or
- Associate Degree and two (2) years Human Resources experience; or
- Any equivalent combination of experience, education, and training that provides the necessary knowledge, skills, and abilities
- Valid driver's license
- Must pass a background record check

Conditions of Employment:

The position is based in Glennallen, Alaska, which is located 187 road miles east of Anchorage and is just outside the western boundary of Wrangell-St. Elias National Park. Glennallen falls within the transitional climate zone, characterized by a semi-arid atmosphere, long, cold winters, and mild summers. There are eight villages within the Ahtna region: Cantwell, Chistochina, Chitina, Kluti-Kaah, Gakona, Gulkana, Mentasta and Tazlina; all eight are Federally Recognized Tribes

- Work may require travel and may require being away from home for up to five nights per month.
- Work may take place in diverse communities and involve multiple cultural perspectives.
- Occasional weekend hours for special events

For more information: go to www.ahtnatribal.org or call AITRC at 907-822-4466

To Apply: Send application, cover letter, resume, and 3 references to connect@ahtnatribal.org.

Note: Hiring preference may be given to Ahtna tribal citizens