



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

JOB OPENING
Food Distribution Program Coordinator – PT Position

Under the direction of the Tribal Administrator, this position is responsible for the performance of food distribution to eligible tribal members and low-income citizens who meet the income qualification guidelines within the community of Craig. The successful applicant must have knowledge or willingness to learn the computer system, inventory of food items and good oral and written communication skills to work with public.

The successful applicant must have flexibility, excellent interpersonal skills, ability to follow oral and written instructions, prioritize multiple tasks and independently as needed. This is a part-time position and the hours will not exceed more than 56 hours per month. The successful applicant will need to factor in approximately 30 hours in one week to distribute food to clients, and be available 1-2 hours per day the remaining days of the month to qualify clients, verify information and complete computer inventories.

Minimum Qualifications

1. High School diploma or GED.
2. Six months or more of related experience.
3. Demonstrated dependability, maturity and judgment in the performance of duties.
4. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Closing Date: Wednesday – April 28, 2017 at 4:00 p.m.

Salary: Dependent upon the number of clients participating.

Posted: 4/18/2017

By: Anna Guthrie, Administrator

UNDER THE AUTHORITY OF P.L. 93-638, INDIAN PREFERENCE SHALL BE GIVEN TO THE APPLICANT WHO MEETS THE MINIMUM QUALIFICATIONS PURSUANT TO THE CRAIG TRIBAL ASSOCIATION'S PERSONNEL POLICIES & PROCEDURES.

Applications may be emailed to: tribal.admin@craigtribe.org or dropped off at:

Craig Tribal Association – Tribal Office
1330 Craig/Klawock Highway
Craig, Alaska 99921
(907) 826-3993