



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Enrollment Coordinator

The enrollment coordinator is responsible for maintaining the official enrollment files for the Tribe.

This position is assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.

Team: Administrative

Reports to: Tribal Council

Salary Status: Non-Exempt from Overtime

Salary: \$22.63 - \$34.50

Schedule: 40 hours per week

Last Revised: June 2024

Responsibilities/Duties:

- Maintain accurate, confidential tribal member files, including individual and member lists.
- Follow NVE enrollment ordinances in all matters of enrollment.
- Work with agencies within and outside of NVE to maintain accurate Tribal Member rolls and facilitate member applications.
- Create, maintain, and update a Tribal Member database and communicate changes to NVE staff.
- Responsible for soliciting and completing tribal member IDs.
- Responsible for assisting Alaska Natives with membership and CIB applications.
- Works with patient advocates and others to facilitate the timely release of proof of Indian blood for medical payments.
- Facilitate Enrollment Committee meetings.
- Prepares membership for annual review by Council.
- Prepares correspondence to tribal members regarding their status.
- Prepares the voters list.
- Prepares and brings enrollment applications and paperwork to the Council.
- Other duties as assigned.

Competencies (Knowledge, Skills, and Abilities)

This position requires experience in Excel, Word, and record keeping. It also requires good organizational skills, the ability to work well with others, to be proactive, and to work well with minimal supervision.

Experience Requirement

Successful applicants should have at least one year of experience with data entry and manipulation in Microsoft Office. Applicant should have a minimum of one year experience working in an office and completing administrative projects.

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Education Requirement

High school diploma or equivalent.

Performance Standard

Regularly sit for long periods of time to complete tasks.

Regularly bend, crouch, stand, and move about to complete work.

Typically lifts 10 lbs. to coordinate work.

Regularly manipulate electronic data to gather, input, and otherwise coordinate work.

Typically uses office machines such as multi-line phones, faxes, scanners, or otherwise communicates, corresponds, and completes these tasks associated with office machines.

Environmental Factors

Work will be performed in an office building setting, and there will be exposure to typical office machines, including computers and copy machines, and common office cleaning liquids.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date