

Opening Date:	August 22, 2017	Closing Date:	Until Filled
Position:	<b><u>SDPI Project Assistant Part Time/Benefitted</u></b>	Reports to:	Nursing Manager
Salary/Wage:	Grade E; \$22.69 – \$24.55/HR	Department:	Nursing
Hours:	Varies Time	Location:	ASNA

**Brief Summary:**

Assist SDPI Coordinator in the organization of projects and activities in support of the goals and objectives of the grant.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

High School Diploma or GED Required

Associate or Bachelor of Science in Education or related degree - Preferred

Three to five years of work experience in related field requiring excellent written communication skills – Preferred

**Certification and Licensure:**

Food Handlers License Required

Serve Safe Manager Certification Preferred, required within 3 years of employment

**Desired Knowledge, Skills and Abilities:**

1. Ability to effectively present information and to respond to questions from groups of managers, clients, customers and the general public.
2. Demonstrated ability to collect and process large amounts of data dealing with a variety of subjects and categories.
3. Ability to work independently, be self-directed and manage competing tasks and deadlines.
4. Ability to communicate effectively orally and in writing.
5. Strong analytical and problem-solving skills.
6. Knowledge of Alaska's food systems.
7. Demonstrate cultural competency in working with diverse groups of managers, clients, customers and the general public.
8. Proficient in use of computers.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

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