

Aleutian Pribilof Islands Association
Job Announcement

Head Start Program seeking Program Assistant in Anchorage, AK. 37.5hr/wk, Salary Range 15.74 - 16.69 DOE. Duties: assist in preparing grant proposals, reports, enter and complete statistical data, maintain child and grant data systems (4 distinct programs) and files, newsletters, office/site purchasing, and correspondence writing, meeting agenda and minutes, filing, data input, program inventory, etc.

Qualifications:

Required: Must be a high school graduate or equivalent; have a stable job history with no less than three years of advanced administrative experience in a social services program, preferably with an Alaskan Native tribal entity. Additionally, one year of Head Start experience is preferred. Excellent oral and written communication skills and ability to use those skills interpersonally; strong clerical and organizational skills; exceptional ability to write professional correspondence and documentation; knowledge and experience with federal grant writing procedures; ability to be a team player; have computer skills, focusing on word processing and data entry to management information systems; ability to efficiently handle multiple tasks simultaneously and work effectively in a fast paced environment while meeting stringent program requirements; demonstrate dependability, maturity and good judgment in performance of duties.

Send/Fax resume to Aleutian/Pribilof Islands Association, Inc. Personnel Director, 1131 E. International Airport Rd, Anchorage, AK 99518 or Fax 907-279-4351

Native preference will be given, depending on experience.