



Tundra Women's Coalition
Job Description
Irniamta Ikayurviat/Children's Center
Full-time Office Manager

Requirements Must have knowledge of Criminal & Civil Processes & Alaska Criminal Justice system processes, or be confident in ability to learn
Hold Alaska Driver's License and/or obtain in 90 days
Must be able to maintain client confidentiality
Must pass background check

Preferences Yup'ik Speaker Preferred
Experience in the Areas Child Abuse or Family Wellness
Experience Working With Children

Hours: 40 hours per week; Monday through Friday, 9 a.m.-5 p.m. Some early mornings/evenings/weekends will be required. Above schedule is somewhat flexible, on-call.

Compensation: \$20-\$22 per hour.

Job Responsibilities:

1. Work closely with MDT Coordinator to schedule flights for clients & families, & reschedule flights (weather cancellations.)
2. Answer telephone calls.
3. Answer the CAC doors.
4. Perform office cleaning and organization.
5. Perform office duties such as filing, photocopying, etc.
6. Establish and maintain open and professional communication with Multi-disciplinary Team members.
7. Manage cleaning of family room/kitchen & Duplex.
8. Have knowledge of grant reporting (federal & state), working with budgets, research, and grant writing. Or ability to learn.
9. Work closely with MDT Coordinator & Family Advocate to help facilitate quarterly Peer Review & Mental health meetings with MDT members.
10. Attend the 40 hour Alaska Child First Forensic Interviewer training.
11. Work closely with MDT Coordinator & Family Advocate to track & manage cases.
12. Other duties as assigned.

To apply, please send a resume and cover letter to CAC Program Director, Carmen Pitka @ carmen_pitka@twcpeace.org.

TWC is an EOE. Job Description revised 01/05/19