

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION



JOB TITLE: Support Specialist
REPORTS TO: Executive Director or Designee
SUPERVISORY: No
SALARY: \$25 - \$30/hr
WORK SCHEDULE: 9:00 am to 5:00 pm Monday through Friday
POSITION TYPE: Non-Exempt
DATE: November 13, 2025

ABOUT US:

The Native Village of Nuiqsut is dedicated to supporting our Tribal Citizens and strengthening our future. We work together to protect our subsistence way of life, provide quality services, and support initiatives that benefit our community. As we continue to grow, we remain committed to honoring and preserving the rich cultural heritage of the Nuiqsut People.

POSITION OVERVIEW:

We are seeking a Support Specialist to assist Tribal Citizens with program applications, review eligibility requirements, and provide guidance throughout the process. This role requires strong interpersonal skills, professionalism, and the ability to communicate clearly and compassionately.

KEY RESPONSIBILITIES:

- Greet and assist Tribal Citizens seeking program support.
- Review program eligibility requirements and explain them clearly.
- Help applicants complete forms accurately and prepare submissions for review.
- Communicate decisions professionally, including explaining reasons for ineligibility when necessary.
- Maintain confidentiality and accurate records of interactions.
- Provides monthly and annual written reports for the Executive Director as well as the narrative reporting for all Tribal Citizens supported.
- Provide general office support as needed and perform other duties as assigned to support program success.

REQUIRED QUALIFICATIONS:

- High school diploma (minimum); some office experience preferred.
- Ability to provide professional and supportive assistance to Tribal Citizens.
- Strong communication and interpersonal skills; patient and approachable demeanor.

- Demonstrated dependability, professionalism, maturity, and judgment.
- Ability to complete a criminal background check.
- Consistent and dependable attendance is mandatory.
- Basic computer skills (Microsoft Office preferred)

PREFERRED QUALIFICATIONS:

- Previous experience in customer service or administrative support.

BENEFITS:

- Medical, Vision and Dental
- Short and Longterm disability
- 401(k)
- Child Care Assistance

Native preference: The Native Village of Nuiqsut is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to equally qualified Alaska Native and American Indian candidates. To qualify, applicants must provide proof of AN/AI status with their application.

Barrier crimes: All applicants must meet and, during the term of their employment, continue to meet all applicable criminal background check requirements and character standards under the terms of the Alaska Barrier Crimes Act ("ABCA") at AS 47.05.300 et seq. and the regulations at 7 AAC 10.900 – 7 AAC 10.990. Applicants must not have been charged with, convicted of, found not guilty by reason of insanity, or adjudicated as a delinquent for or to any crime that would prevent from providing services under ABCA as specified at 7 AAC 10.900 – 7 AAC 10.990. Applicants will notify the Native Village of Nuiqsut immediately upon being charged with any such crime prohibited under ABCA.

NATIVE VILLAGE OF NUIQSUT IS AN ALCOHOL AND DRUG FREE WORKPLACE.

The Job Description reflects Native Village of Nuiqsut's best effort to describe the essential functions and qualifications of the job described. This document is not intended to exclude an opportunity for medications consistent with providing reasonable accommodations. This is not intended to be a contract.

Your signature requires that you read this Job Description and understand the essential functions and essential qualifications of the job.

Name: _____

Date