



ECONOMIC AND COMMUNITY DEVELOPMENT

P.O. Box 1236 ~ Skagway, Alaska 99840 ~ Phone/Fax: 907-983-3414 ~ skagdev@aptalaska.net

June 23, 2020

Open Position

Job Title	Program Assistant
Job Wage	\$17.50/ hour
Term	Part-time hours: up to 25 hours/ week Temporary position: June – December 2020 (dependent on funding availability)
Reports to	Executive Director

Posting Date: 6/26/2020 Closing Date: July 3rd or When filled Start Date: Dependent on funding and MOS program approval

Job Description

The program assistant will offer administrative support to the executive director with, but not limited to, processing applications for the Small Business Relief Grant program, updating SDC sources on COVID-19 resources, and answering emails and phone calls. The Program Assistant may also be asked to assist in research, event planning and the development and/or implementation of new SDC programs or services. This job entails working with sensitive information that must be kept confidential.

Duties & Responsibilities

Duties and responsibilities include, but are not limited to, assisting in

- Providing COVID-19 assistance to the community
- Reviewing applications for the Small Business Relief Grant
- Updating SDC COVID-19 Resources
- Updating SDC's website
- Planning and coordinating SDC events
- Conducting research on COVID-19 assistance opportunities and/or Skagway economy topics

Qualifications

- Must be at least 18 years of age
- Strong organizational and verbal communication skills
- Experience with Microsoft Office software and basic computer operations
- Experience with Wix and/or WordPress

Working Conditions

The program assistant will be sharing an office with one additional employee and offering in-person assistance to community members (following COVID-19 protocol).

SDC is an equal opportunity employer

For more information or questions, please email Kaitlyn Jared at skagdev@aptalaska.net
To apply, send a resume and application to skagdev@aptalaska.net