



Emergency Management Specialist

Department: Treasury	Reports To: Executive Director	Status: Full-time
Location: Nome, Alaska	FLSA: Non Exempt	Pay Range: 8-9-10

Purpose of Position

The Emergency Administrative Specialist is responsible for assisting with NEC’s response to planning for, preparing for, and responding to the COVID-19 disease. This position will assist with Purchase supplies and equipment while adhering to safety policies and procedures within NEC and Federal requirements. Ensures that program goals and objectives are achieved and in compliance with the terms of all grants and contracts.

Uphold the organization’s mission, and corporate values as well as demonstrate understanding of and compliance with organization’s policies and procedures.

Essential Functions

- Provide administrative support for delivery of NEC’s programs supported by the CARES Act and American Rescue Plan Act.
- Assist potential program participants in completing applications for the appropriate programs. Assess applicant needs and eligibility for the ERAP and/or other similar emergency relief programs NEC may offer.
- Follow up as appropriate to provide ongoing assistance and case management services for eligible individuals.
- Process financial assistance requests for eligible individuals for payment. Will ensure invoices are properly reviewed, coded and paid while meeting NEC’s accounting standards.
- Work closely with department staff to help organize the workflow and ensure employees understand their duties and delegated tasks. Monitor employee productivity and provide constructive feedback and coaching as needed.
- Answer calls and respond to general questions about NEC programs and services.
- Other duties as assigned

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization’s mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copiers, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of NEC programs and services

- Knowledge of multi-line telephone systems operation
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in maintaining and updating office and administrator schedules
- Ability to manage multiple priorities
- Ability to plan, organize, communicate in a professional manner
- The ability to obtain a working knowledge of the U.S. Department of Housing and Urban Development (HUD) Indian Housing Program, to assure that authority activities are in compliance and a thorough understanding of federal program regulations, including budgeting procedures
- Ability to comply with all applicable Federal or Tribal statutes, regulations or ordinances.

Minimum Qualifications

- **Education:** High School Diploma is required
- **Experience:** Must have at least 4 years of high level administrative experience or demonstrated proficiency at NEC.

Additional Requirements or Credentials:

- A valid Alaska Driver’s License is preferred.

Physical Requirements and Working Conditions:

- Work is mainly conducted in a standard office environment. Visits to project work locations is also required.
- May be required to work outside the traditional work schedule occasionally
- Travel is not required
- View electronic monitors for prolonged periods of time
- Lift or carry unaided between 25 and 50 pounds

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.