



Knik Tribal Council

PO Box 871565 Wasilla, Alaska 99687

Phone: 907-373-7991 Fax: 907-373-2178

Vacancy Announcement

Position Summary:

The Housing Coordinator will provide support to the Housing Department, reporting to the Housing Director. Incumbent will serve as an employee in a dynamic growing program.

Primary Duties and Responsibilities (including but not limited to):

The successful candidate will:

- Receive and screen visitors and emails/telephone calls, assist clients via phone or in person, respond to requests, refers requests to appropriate staff and/or recommend action.
- Assist in determining eligibility of Housing Services applicants.
- Type, format, edit, revise, proofread and print notices, reports, correspondence, memorandum, and other documents.
- Copies, compiles and distributes documents and materials.
- Maintain a variety of office and specialized records, files, listings and other housing department data.
- Organize and maintain electronic and paper files, pulls files upon request, create files, duplicate and distribute copies of records and files as needed.
- Monitors and administers Housing Program to include monitoring accounts that are due, accepting rent payments, prepares mail out letters, follows up on accounts, inputs information into rental management system software.
- Monitor, conduct and track annual inspections on rentals.
- Coordinates and oversees cleaning in tenant evictions or vacated Housing units.
- Research and assemble information from a variety of sources for the preparation of records, reports, etc.
- Log and track complaints from tenants, ensuring that appropriate responses are complete.
- Attend job-related trainings, workshops, and classes as directed by the Housing Director.
- Perform all other duties as assigned.

Job Specifications:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Provide outstanding customer service to external and internal customers.
- Demonstrated proficiency with Microsoft Database and Office applications.
- Excellent verbal and written communication skills.
- Strong technical and organizational skills.
- Demonstrated ability to manage multiple projects, priorities, and relationships.
- Demonstrated ability to handle crisis situations and make sound judgments.
- Ability to work independently and interdependent in a positive and productive manner.
- Ability to make decisions and exercise good judgement.
- Maintain confidentiality and securing sensitive information.



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- Willingness to learn new skills and be a team player.

Minimum Requirements

- High School Diploma or GED.
- Alaska driver license and clean driving record.
- Clean state and federal background check.

General Information:

Location: 1831 W Nicola Ave. Wasilla, AK 99654

Supervisor: Housing Director

Schedule: Monday – Friday; 8:00 AM – 5:00 PM

Salary: \$18.00 - \$24.00 per hour DOE/E. Plus full benefits: Federal Employee Health Benefits (FEHB) medical, dental, vision, life insurance, paid leave and holidays, and retirement plan with matching contributions.

Additional Information:

NATIVE PREFERENCE STATEMENT: Pursuant to the Indian Self-Determination and Education Assistance Act of 1975 (PL 93-638) and as further guided by Knik Tribe Native Preference Policy 6.120, Knik Tribe maintains preference in all phases of employment for Alaska Native, American Indian (AN/AI) and Native Hawaiian people, including direct lineal descendants and foster or traditionally adopted children. Also included are non-Native head of household member of Native families, which includes foster or traditionally adopted Native children.

To Apply: Submit Resume to:
Human Resources at hr@kniktribe.org

For more information or to download the job description visit www.kniktribe.org/careers