



Alaska House, New York Fellowship

Alaska House, New York Fellowship: the principle aim is to assist and share knowledge on Alaska Native cultural, social and economic issues. It is an opportunity to develop a “best practices” approach to the stewardship of Alaska Native cultural heritage and share help connect Alaska House, New York with in-state, leaders, organizations and communications networks. Candidates must submit a proposal for a project related to the mission of Alaska House, New York to be fully completed during the fellowship period. Interested candidates may submit a resume, writing sample and references. **The fellowship will be provided a stipend to assist with living expenses.**

Main Job Tasks and Responsibilities

- proactive customer relations -greet all visitors, including vendors, clients and customers
- manage queries from the public about Alaska
- accurately record all sales and assist with merchandising responsibilities
- familiarity of inventory and cataloging Alaska Native artwork
- general administrative and clerical support
- handle opening and closing procedures

Education and Experience

- bachelors degree, or some college
- knowledge of administrative and clerical procedures
- knowledge of computers and relevant software applications
- knowledge of customer service principles and practices

Key Competencies

- familiarity of Alaska Native culture, traditions and perspectives
- requires excellent verbal and written communication skills
- customer service oriented and professional personal presentation
- organized, takes initiative, attention to detail and flexible
- project coordination experience and ability to interface with all levels of internal management and staff
- may be required to work irregular hours, attend job-related meetings and perform other duties as assigned.

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR STUDENT SERVICES ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

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