



City

of

Pelican

BOX 737 - PELICAN, ALASKA 99832 - PHONE: 735-2202/2203 - FAX: 735-2258 - EMAIL: [cityhall@pelicancity.org](mailto:cityhall@pelicancity.org) - WEBSITE: [www.pelican.net](http://www.pelican.net)

EQUAL OPPORTUNITY EMPLOYER  
**JOB OPENING**  
**OPEN UNTIL FILLED**

Mayor's Administrative Assistant/Researcher

Wage: D.O.E.

Hours: Part-Time, 15 hours per week

Location: Pelican City Hall must be on-site

**Duties include but are not limited to the following:**

Assist Mayor with grant preparation, and

General Research on a variety of projects

**Requirements:**

18 years of age, High School Diploma or GED

Government experience preferred but not required

Dependable and able to work as part of a team.

Knowledge of Microsoft Word, Excel, and computer skills

Ability to multi-task and prioritize projects

Send resume and cover letter to [cityhall@pelicancity.org](mailto:cityhall@pelicancity.org) or mail to P.O. Box 737, Pelican, AK 99832. For additional information call city hall at 907-735-2202.

The City of Pelican is an E.O.E.