



# SEALASKA HERITAGE

## POSITION DESCRIPTION

### Community Coordinator

## INFORMATION

|                      |                    |
|----------------------|--------------------|
| Department:          | Education          |
| Reports to:          | Education Director |
| Location of Work:    | Juneau, Alaska     |
| Salary Grade:        | DOE                |
| Employment Category: | Full-time          |
| Classification:      | Non-exempt         |
| Date:                | October 2, 2017    |

## SUMMARY/OBJECTIVE

Under the direct supervision of the Education Director, provides administrative support for the Baby Raven Reads grant program and participates in program planning with a team. Independent judgment is required to plan, prioritize and organize a diversified workload, and to recommend changes in relation to programs practices or procedures.

## ESSENTIAL FUNCTIONS

- Act as part of a team/working group, which will plan, design, and implement the monthly family events and the implementation of Gumboot camp in all communities including Juneau.
- Lead bi-monthly telephonic meetings with the projects Community Liaisons.
- Select and train Community Liaisons.
- Monitor and assist Liaisons with creation of Community Raven Reading Teams.
- Assist Community Liaisons to ensure well attended monthly family night activities and biannual parent caregiver trainings occur in the partner communities under the project.
- Confirm that Liaisons collect attendance data and verify all data entered into projects secure relational database.
- Work with Liaisons to plan and execute Gumboot Camps in each community.
- Responsible for creation and development of outreach to family and communities in the promotion of the Baby Raven Reads School Readiness and Early Childhood Literacy programs.
- Establish, develop, maintain and update materials in support of family literacy.
- Diplomatically communicate with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization.

- Act as a liaison with other departments and outside agencies in support of the Baby Raven Reads program. This Includes confidential and non-routine information and explanation of policies when necessary

### **COMPETENCIES**

- Flexible working with an ever-changing work environment.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent networking skills.
- Ability to work well on own initiative and within a team.
- Proficient in computer applications, including word processors, spreadsheets, database software, and online survey applications.
- Highly organized, self-motivated, and attentive to detail.
- Competent in project planning, project implementation and monitoring project objectives.
- Knowledge of program planning for early childhood classroom experience.
- Knowledge of Alaska Native cultures and communities.

### **SUPERVISORY RESPONSIBILITY**

This position will have no direct reports.

### **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position. working 37.5 hours a week.

### **TRAVEL**

None to minimal.



### **REQUIRED EDUCATION AND EXPERIENCE**

- Associate's Degree (equivalent experience may be substituted).
- One year of prior work experience either in a classroom or in another early childhood educational environment.
- One year of administrative experiences or equivalent office experience.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree
- Three years of administrative experiences or equivalent office experience

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

