



SEALASKA HERITAGE

POSITION DESCRIPTION

Project Coordinator - Haa Latseen Initiative

INFORMATION

Department:	Education
Reports to:	Education Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Regular, Full-time
Classification:	Non-Exempt

SUMMARY/OBJECTIVE

The objective of the Project Coordinator is to provide coordination support for the Haa Latseen Initiative: Culturally Responsive College & Career Readiness Programming in Southeast Alaska, which is administered through the Sealaska Heritage Institute (SHI) Education Department. Independent judgement is required to plan, prioritize, and organize diversified workloads. This position will be responsible for coordinating travel, events, and purchasing supplies related to the project. Travel arrangements will be made for and in consultation with staff, parents, and adult travelers. This position will also be instrumental in the planning and execution of the project's annual college fair, summer academies, wellness activities and training, and annual tours of colleges and vocational programs for Alaska Native high school students.

ESSENTIAL FUNCTIONS

- Coordinates and participates in monthly project Leadership Team meetings.
- Responsible for coordinating travel and lodging for participants and recruiters for the project's annual college fair in collaboration with community partners.
- Responsible for planning and booking travel for the College & Career Specialist to travel to eight communities in Southeast Alaska.
- Responsible for outreach with parents and/or guardians for the project's annual Academies to plan/book travel for youth to attend the 10-day camp held in Juneau.
- Responsible for outreach with parents and/or guardians for the project's annual tour of colleges and vocational education programs to plan/book travel for the 12 Alaska Native high school students who will participate in the tours.
- Responsible for planning and booking travel for SHI's Council of Traditional Scholars, as related to this project.
- Provide information to other departments and outside agencies in support of the Haa Latseen Initiative.
- Assist with coordinating Wellness events and workshops for students and families throughout Southeast Alaska.

- Assist with coordinating trauma-informed/healing centered training for camp volunteers, instructors and coaches.
- Assists with pre/post participation survey data entry and management.
- Assist in coordinating and executing SHI's summer activities for youth.
- Order, track, and inventory project supplies and materials.
- Maintain organized records of purchasing and inventory.
- Other Duties as assigned.

COMPETENCIES

- Demonstrated effective verbal, written, and interpersonal communication skills
- Demonstrated ability to manage multiple projects and activities with attention to detail
- Strong organizational and planning skills in project logistics and events
- Technical capacity and expertise in using spreadsheets and databases
- Knowledge of Southeast Alaska Native culture and languages

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

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

WORK DEMANDS

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

POSITION TYPE

This is a full-time benefited position..

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- 2 years of professional work in project management and program coordination
- Bachelor of Arts or Science Degree in education or project-related field

PREFERRED EDUCATION AND EXPERIENCE



- 4 years of professional work in the education or project-related field
- Experience with event coordination; experience with travel logistics

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.

