



SEALASKA HERITAGE

POSITION DESCRIPTION

Project Assistant- Literacy Programs

INFORMATION

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

SUMMARY/OBJECTIVE

Under the direct supervision of the Education Director, this position is responsible for providing administrative support for the Education Literacy Programs.

ESSENTIAL FUNCTIONS

1. Maintain documentation of people served and other necessary data collection for reporting purposes.
2. Coordinate all travel related to project.
3. Support planning of annual summer institutes.
4. Support team of specialists and project direction in planning of classroom residencies and teaching artist internships.
5. Organizes and prioritizes large volumes of information and incoming inquiries and other phone calls.
6. Schedules and organizes complex activities, such as meetings, conferences, and department activities.
7. Maintains Literacy Program files.
8. Drafts correspondence for Art Department when necessary.
9. Coordinates program supplies and resources, completing supply orders and shipments to schools and communities.
10. Other duties as assigned.

COMPETENCIES

- Excellent verbal, written, and interpersonal communication 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 details
- Knowledge of Alaska Native cultures

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are generally performed at the Walter Soboleff Building. So long as Social Distancing safety measures are in place due to COVID-19, work will primarily be executed from home, with occasional visits to the office to process program supplies, mail-outs, photocopying needs or other, limited tasks requiring the amenities of the office. 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 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

This is a full-time benefited position.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma
- One year 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.

