POSITION DESCRIPTION
Education Program Coordinator – Baby Raven

INFORMATION
Department: Education
Reports to: Education Director
Location of Work: Juneau, Alaska
Salary Grade: DOE
Employment Category: Full time
Classification: Temporary
Date: November 30, 2022

SUMMARY/OBJECTIVE
Under the direct supervision of the Education Director, provides administrative support for programs within SHI’s Education Department, primarily the award-winning Baby Raven Reads grant program. The Education Department serves communities throughout Southeast Alaska. Baby Raven Reads focuses on early literacy kindergarten readiness skills for Alaska Native families with children from birth to 5 years old. 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 monthly family events in all communities including Juneau.
- Maintain files, data and reports and assist with development of administrative procedures for institutional record keeping for Education Programs.
- With the Baby Raven Reads team, select and train Community Liaisons.
- Draft contracts and track payments for program contractors.
- Make program purchases following all documentation procedures.
- Lead bi-monthly telephonic meetings with the project’s Community Liaisons.
- Assist Community Liaisons to ensure well attended monthly family night activities and parent caregiver trainings in all communities under the project.
- Confirm that Liaisons collect attendance data and verify all data entered into project’s secure relational database.
- Assist with creation and development of outreach to family and communities in the promotion of Baby Raven Reads School Readiness and Early Childhood Literacy programs.
- Manage enrollment data, address changes, and track shipping.
- Assist in the distribution and tracking data of books and literacy kits.
- 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

• Excellent verbal, written, and interpersonal communication skills.
• A strong understanding of Indigenous culture and perspective.
• Flexible working with an ever-changing work environment.
• 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.

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position’s duties are performed at the Walter Soboleff Building and remotely. 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 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

• 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.
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.