POSITION DESCRIPTION
Education Program Coordinator - *Indigenizing Education for Alaska*

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

SUMMARY/OBJECTIVE
The primary objective of the Education Program Coordinator is to provide coordination and support for the Indigenizing Education for Alaska program, administered through the Sealaska Heritage Institute (SHI) Education Department. The position will be responsible for developing a database of Alaska Native educators, establishing Community of Practice (CoP) program structures, and creating youth programming. Independent judgment is required to plan, prioritize, and organize the development of the database and coordinate the annual Elders and Youth Conference trip.

ESSENTIAL FUNCTIONS

- Collaborate with the project manager and school district leadership to develop the Alaska Native educator database.
- Maintain professional relationships with school district educators to recruit students for summer youth programming and the Elders and Youth Conference.
- Coordinate with the publications and communications department to design, market, and promote the summer programming.
- Develop and update guidelines for school year travel to Elders and Youth Conference or a site visit at an exemplary indigenous school.
- Support and implement the annual teacher conference.
- Other duties as assigned.

COMPETENCIES

- Demonstrated high level of verbal, written, and interpersonal communication skills.
- Exhibited ability to manage multiple projects and activities with attention to detail.
- Strong organizational and planning skills in community of practice program structure development.
• Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases.
• Extensive knowledge of Southeast Alaska Native cultures.

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.

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. SHI employees are expected to work during SHI's regular business hours of 8:00am to 4:30pm Monday to Friday. Additionally, many employees may work up to 45 hours per week or additional time as needed to meet workload demands or special events such as Celebration.

Travel

None to minimal.

Required education and experience

• 3 years of professional work in project management and program coordination.
• Bachelor of Arts or Science Degree in education, language, or project-related field

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.