POSITION DESCRIPTION
Education Program Manager - Our Ancestors' Echoes

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

SUMMARY/OBJECTIVE
The primary objective of this position is to manage all aspects of Our Ancestors' Echoes, which is administered through the Sealaska Heritage Institute (SHI) Education Department, under direct supervision of the Education Director. Independent judgement is required to plan, prioritize, and organize diversified workloads and to recommend changes in relation to program practices or procedures.

ESSENTIAL FUNCTIONS
1. Responsible for outreach and engagement with stakeholders, project partners, and participants; diplomatically communicates with a diverse group within the region.
2. Overall project management of Our Ancestors' Echoes.
3. Coordinate with and supervise project staff for Our Ancestors' Echoes including Project Coordinator for Lingít, Xaad Kil and Sm'algyax, Media and Publications Staff, and Administrative Assistant.
4. Work with and create a budget to meet the goals set out under Our Ancestors' Echoes.
5. Create goals/objectives/outcomes for the program and complete all required reporting.
6. Acts as a liaison with other departments and outside agencies in support of the Our Ancestor's Echoes program.
7. Creates partnership with UAS and works to maintain positive working relationship to insure project objects are meet including creating heritage language certificates in Lingít and Xaad Kil.
9. Supports Project Coordinator for Lingít, Project Coordinator for Xaad Kil and Sm'algyax in First Language Speaker recordings.
10. Supports Project Coordinator for Lingít, Project Coordinator for Xaad Kil and Sm'algyax in language resource development.
11. Works independently and within a team on special non-recurring and ongoing projects. As directed, acts on behalf of the Education Department for projects, which may include planning and coordinating multiple presentations, and disseminating information.

12. Schedules and organizes complex activities such as meetings, travel, conferences, and works with staff and other as related to the Our Ancestors’ Echoes Program.

13. Establishes, develops, maintains, and updates necessary documents including project program manuals, project-related forms, and resource material in support of the project.

14. Coordinates and implements program activities such as Summer Language Institute, First Language Speaker visits to campus, First Language Recordings, language sustainability planning and training events.

15. Responsible for completion and submission of grant reporting documents and other required reporting. Provides progress reports to Education Director, SHI Board of Trustees and Management using a wide variety of general correspondences, memos, charts, tables, and graphs; responsible for accuracy and clarity of all reporting.

16. Maintains financial oversight to ensure compliance with grant requirements and expenditure of funds in a timely manner and within budget.

17. Coordinates and supports the Regional Language Committee.

18. Other duties as assigned.

COMPETENCIES

- Demonstrated high level of 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 management and program coordination
- Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases
- Knowledge of Southeast Alaska Native culture and languages commitment to the confidential nature of all financial records.

SUPERVISORY RESPONSIBILITY

This position will have supervisory capacity over three 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

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

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.