



POSITION DESCRIPTION

Education Program Manager

INFORMATION

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

SUMMARY/OBJECTIVE

The objective of this Program Manager position is to provide oversight and management including coordination and implementation of the Amplifying Our Stories: Voices on the Land (“Voices”) Project, which is administered through the Sealaska Heritage Institute (SHI) Education Department. Independent judgement is required to plan, prioritize, and organize diversified workloads and to recommend changes in relation to program practices or procedures. The project will involve a significant amount of coordination, planning, and execution of training and other educational activities for participants of a wide range of ages and purposes for being involved in “Voices” projects and programming in Elementary and Middle Schools.

ESSENTIAL FUNCTIONS

1. Responsible for working with the project’s Principal Investigator and Chief Operating Officer to execute service agreements and other binding documents to support the project.
2. Act as the Point of Contact for three participating school districts and the South East Regional Resource Center.
3. Responsible for outreach and engagement with Alaska Arts Education Consortium and associated Basic Arts Institute Teacher Cohort.
4. Communicates project goals, objectives, and desired outcomes to the teachers, Elders, artists, and other individuals participating in the project.
5. Acts as a liaison with other departments and outside agencies in support of the “Voices” project.
6. Participate in monthly review of the project budgets and financial reporting with the PI and Chief Operating Officer.
7. Coordinate and implement the project’s annual Performing Arts Camp for Alaska Native youth.
8. Coordinate and implement the project’s annual Digital Storytelling Camp for Alaska Native youth.

9. Coordinate and implement the project's annual Performing Art Residencies for Alaska Native youth in SE Alaskan Schools.
10. Coordinate and implement the project's annual Digital Storytelling Residencies for Alaska Native youth in SE Alaska partnering school districts.
11. In the role of coordinating project training and activities, the Manager will directly oversee the work of multiple Professional Service Providers
12. Serve as a key member in the project's Leadership Team.
13. Share information about the project and its goals, objectives, desired outcomes, and timelines with SHI's Native Artist Committee and Council of Traditional Scholars.
14. Support the work of the Project Coordinator to ensure that all project participants' travel arrangements are accurate and timely.
15. Recruit and collaborate with the project's evaluator to assure evaluation needs are met.
16. Make sure that the reporting requirements of the federal grant are met.
17. 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
- Experience managing federal grants, grant reporting, and project evaluation
- Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases
- Knowledge of Southeast Alaska Native culture and Southeast Alaska's communities

SUPERVISORY RESPONSIBILITY

This position will have two 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 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 AND EXPECTED HOURS OF WORK



This is a full-time benefited position, working 37.5 hours a week. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

TRAVEL

So long as Social Distancing safety measures are in place due to COVID-19, travel is not expected for this position. However, some travel to project partner communities can be expected once restrictions are lifted, so long as it is deemed sufficiently important and safe to travel for this purpose.

REQUIRED EDUCATION AND EXPERIENCE

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

PREFERRED EDUCATION AND EXPERIENCE

- 5 years of professional work in the education 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.

