



SEALASKA HERITAGE

POSITION DESCRIPTION

Education Project Manager

INFORMATION

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| Department: | Education |
| Reports to: | Education Director |
| Location of Work: | Juneau, Alaska |
| Salary Grade: | DOE |
| Employment Category: | Full-time |
| Classification: | Exempt |
| Date: | September 2021 |

SUMMARY/OBJECTIVE

The objective of this position is to provide oversight and management of Sealaska Heritage Institute (SHI) Education Department projects, including, but not limited to co-ordination and implementation of the Thru the Cultural Lens program 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. Supervise the overall activities of the project, including those addressed under the oversight of the Director.
2. Coordinate and/or supervise the recruitment, application and selection activities that involve Elders/Culture Bearers, cultural specialists and Alaska Native education professionals.
3. Work with participants, administrators and mentors to coordinate training activities.
4. Work with participants on curriculum development.
5. Work with the Principal Investigator and Alaska Native Elders to develop criteria to be used to review proposed projects for presentation, publication, distribution and video development.
6. Oversee activities associated with travel to address training activities.
7. Coordinate the collaborative partnerships and agreements to fulfill goals and objectives within the various projects.
8. Coordinate logistics associated with professional development credit through the University for participants who complete the training.
9. Coordinate the activities associated with the Cultural Connectedness Conference.
10. Coordinate the activities associated with the Celebration festival of the Tlingit, Haida, and Tsimshian cultures.

11. Oversee the completion of participant evaluation tools for the internal evaluation process, and coordinates the review process, which involves Elders/Culture Bearers, cultural specialists and Alaska Native education professionals.
12. Responsible for the coordination of the activities associated with the design and completion of a culturally relevant lesson and training module and other training materials.
13. Coordinate the activities of the external evaluation process, and required follow up.
14. Coordinate data collection and grant reporting.
15. 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 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 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



None to minimal.

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.

