



SEALASKA HERITAGE

POSITION DESCRIPTION

Education Project Assistant

INFORMATION

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

SUMMARY/OBJECTIVE

This position provides support and administration to the Sealaska Heritage Institute Education Department in coordinating and implementing education activities and programs that align with the goals and mission of the organization.

ESSENTIAL FUNCTIONS

1. Assist Education Director in all aspects of the education department's projects and activities.
2. Assist in plan, coordinate, and implement program activities such as education programs for youth.
3. Assist and maintain statistical data of education activities and program reporting.
4. Organize and manage education activities with project coordinators, cultural specialists, and provide regular communication with the public about education programs and activities.
5. Provide support to the Education Department in program development.
6. Work in conjunction with the Education Director for the direction of event staff for summer camps and conferences.
7. Other Duties as assigned.

COMPETENCIES

1. Knowledge of curriculum, instruction, and programming in place-based and culturally responsive education and other multi-cultural programs.
2. Ability to work individually and ability to handle self-driven projects efficiently.
3. Knowledge of Southeast Alaska Native Language and Culture.
4. Strong management, organizational and planning skills.
5. Demonstrated ability to manage multiple projects and activities.



6. Demonstrated effective verbal, writing, and interpersonal communication skills.
7. Ability to work professionally, effectively and collaboratively as a team member in diverse settings.
8. Must have high level of computer proficiency and presentation.
9. Knowledge of Southeast Alaska Native cultures and 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 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. Regular hours are Monday through Friday, 8:00am – 4:30pm.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Arts or Science Degree in education or a related field.
- Minimum 3 years of work experience in education or a 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.

