



POSITION DESCRIPTION

Education Project Manager

INFORMATION

Department:	Education
Reports to:	Education Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Exempt
Date:	September 2019

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-coordination and implementation of the PITAAS, SERRC, and a UAS contract, which are administered through the 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 working with the project's Principal Investigator, Chief Operating Officer and Education Director to execute service agreements and other binding documents to support the project.
2. Coordinate the collaborative partnerships and agreements to fulfill goals and objectives within the various projects.
3. Coordinate, lead, and/or participate in project related meetings.
4. Assist and monitor the performance of the project partners and service providers.
5. Participate in monthly review of the project budgets, and financial reporting with the Principal Investigator, Chief Operating Officer and Education Director.
6. Coordinate project evaluations and reporting, including tracking of activities, gathering and maintaining data for performance measures.
7. Responsible for the inter department collaboration on cultural landscapes project.
8. Provide support to Tlingit Language Specialist.
9. 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 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.

