



# SEALASKA HERITAGE

## **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 Project Director position is to provide oversight and management including coordination and implementation of the Haa Latseen Initiative: Culturally Responsive College & Career Readiness Programming in Southeast Alaska, 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. This project includes an Annual Native Post-Secondary Training and College Fair in Juneau, AK, a regional Latseen Leadership, College & Career Academy for high school aged Alaska Native youth, the annual Traditional Games event for NYO teams, bi- annual college & career and social-emotional wellbeing programming for middle/high school students in eight communities and piloting a personal learning plan program with the Juneau School District. This project emphasizes social-emotional health and cultural connection as a foundation to post-secondary readiness.

## **ESSENTIAL FUNCTIONS**

- Responsible for working with the project's Principal Investigator (PI) to execute service agreements and other binding documents to support the project.
- Participate in monthly review of the project budgets and financial reporting with the PI and Chief Operating Officer.
- Supervises the College & Career Specialist, Wellness & Prevention Specialist, Project Coordinator and oversees the project work of the Research Specialist (NYO lesson plan language work) and the Publication Specialist.
- Serve as a key member in the project's Leadership Team.
- Serve as Point of Contact for eight school districts.
- Communicates project goals, objectives, and desired outcomes with district staff, parents, and the general public.
- Acts as a liaison with other departments and outside agencies in support of the Haa



Latseen Initiative.

- Oversees the annual regional Traditional Games event and Annual Native Post-Secondary Training and College Fair.
- Coordinate and implement the project's annual 10-day Latseen Leadership, College & Career Academy for 40 Alaska Native youth.
- Assist the College & Career Specialist and Wellness & Prevention Specialist to design and implement , bi- annual college & career educational programming for middle/high school students in nine communities.
- Conducts research, outreach, and coordinate the urban tour of colleges and vocational education programs for 12 Alaska Native high school Latseen Academy graduates annually.
- Support the work of the Project Coordinator to ensure travel arrangements are accurate and timely for all participating youth and for project staff.
- Oversee the collection of project data and draw from those data to prepare reporting for the U.S. Department of Education.
- Ensure that the project evaluation is conducted in a professional and timely manner.
- 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 supervise the Project Coordinator and the Project Assistant.

## **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**

One tour of colleges and vocational programs with 12 Alaska Native high school students annually. Possible travel to partner districts during biannual programming.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Masters of Arts or Science Degree in Education or project-related field
- 3 years of professional work in project management and program coordination
- Experience with grant funded projects and oversight
- Strong budget management skills
- Demonstrated experience supervising project staff and their project development/implementation processes

#### **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.

