



SEALASKA HERITAGE

POSITION DESCRIPTION

Project Assistant – Our Language Pathways

INFORMATION

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

SUMMARY/OBJECTIVE

The primary objective of the Program Assistant is to provide administrative support for the Haa Yoo X'atángi Deiyí: Our Language Pathways program, administered through Sealaska Heritage Institute (SHI) Education Department. The position will be responsible for scheduling meetings, processing payments, and maintaining filing systems. Independent judgment is required to support the project director and program coordinators meet deadlines, process payments, and manage program documents.

ESSENTIAL FUNCTIONS

1. Provide administrative support to the Project Director and Program Coordinators related to the heritage language resource development, heritage language instruction training, and heritage language application development.
2. Responsible for maintaining and organizing program documents, including invoices, contracts, timesheets, and reporting documents.
3. Assist the Project Director in reconciling and submitting monthly expense reports.
4. Coordinate Regional Language Committee meetings and process committee member fees at the direction of the Project Director.
5. Support and implement the annual summer language institute.
6. Other duties as assigned.

COMPETENCIES

- Demonstrated high level verbal, written, and interpersonal communication skills.
- Exhibited ability to manage multiple projects and activities with attention to detail.
- Strong organizational and planning skills to support the Project Director and Program Coordinators meet the deliverables of the grant in a timely manner.
- Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases.
- Extensive knowledge of Southeast Alaska native culture and languages.

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

- High School Diploma
- One year of administrative experiences or equivalent office experience.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree
- Three years of administrative experiences or equivalent office experience.

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.

