



POSITION DESCRIPTION

Project Coordinator 1 – Opening the Box of Traditional Ecological Knowledge: STEAM Pathways for High School Students

INFORMATION

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

SUMMARY/OBJECTIVE

The objective of the Project Coordinator is to provide coordination support for the Opening the Box of Traditional Ecological Knowledge: STEAM Pathways for High School Students project, which is administered through the Sealaska Heritage Institute (SHI) Education Department. Independent judgement is required to plan, prioritize, and organize diversified workloads. This position will be responsible for coordinating participant travel related to the project; travel arrangements will be made for and in consultation with teachers, professional service providers, youth/guardians, and Elders.

ESSENTIAL FUNCTIONS

1. Coordinates and participates in monthly project Leadership Team meetings.
2. Coordination of monthly meetings with the project's Community of Practice (CoP) including scheduling, technical support, creating agendas, and taking and sharing notes.

3. Assists to plan and implement the project's annual professional development events and Academies.
4. Responsible for planning and booking travel for CoP members' annual professional development events held in Juneau.
5. Responsible for planning and booking travel for the STEAM Specialist to participate in annual summer STEAM Academy
6. Responsible for outreach with parents and/or guardians for the projects annual Academies including planning and booking travel for 40 youth to attend the 10-day event held in Juneau.
7. Responsible for planning and booking travel for SHI's Native Artist Committee and Council of Traditional Scholars, as related to this project.
8. Provide information to other departments and outside agencies in support of the STEAM-Making project.
9. Other Duties as assigned.

COMPETENCIES

- Demonstrated effective 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 logistics and events
- Technical capacity and expertise in using spreadsheets and databases
- 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.

PHYSICAL 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. Regular hours of work are 8:00am to 4:30pm Monday through Friday.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- 2 years of professional work in project management and program coordination
- Bachelor of Arts or Science Degree in education or project-related field

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.