



POSITION DESCRIPTION

STEAM Project Coordinator - STEAM-Making in Southeast Alaska

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 the Project Coordinator is to provide coordination support for the STEAM-Making in Southeast Alaska's Schools 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 teleconference with the project's 12-member Community of Practice (CoP).
3. Provide essential information about the project's goals, objectives, desired outcomes, schedules, and project milestones while planning and booking their travel associated with the project and its events and activities.
4. Assists to plan and implement the project's annual professional development events and Academies.
5. Responsible for planning and booking CoP members' annual professional development events held in Juneau.
6. Responsible for planning and booking travel for the STEAM Specialist to participate in annual CoP professional development events; and travel for the STEAM Specialist to provide annual classroom-based professional development for seven teachers living in six communities in Southeast Alaska.
7. Responsible for outreach with parents and/or guardians for the projects annual Academies in order to planning and booking travel for 40 youth to attend the 10-day event held in Juneau.

8. Responsible for planning and booking travel for SHI's Native Artist Committee and Council of Traditional Scholars, as related to this project.
9. Provide information to other departments and outside agencies in support of the STEAM-Making project.
10. Order, track, and inventory large amounts of student and teacher supplies
11. Maintain organized records of purchasing and inventory
12. 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.

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. This position may be required to work longer hours during project completion.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE



- Bachelor of Arts or Science Degree in education, language, or project-related field.
- 2 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
- Experience in inventory management a plus.

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.

