



SEALASKA HERITAGE

POSITION DESCRIPTION **STEM 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 Project Manager position is to provide oversight and management including coordination and implementation of the STEAM-Making in Southeast Alaska Project, 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. The project will involve a significant amount of coordination, planning, and execution of training and other educational activities for participants of a wide range of ages and purposes for being involved in STEAM-Making in Southeast Alaska's Middle Schools.

ESSENTIAL FUNCTIONS

1. Responsible for working with the project's Principal Investigator and Chief Operating Officer to execute service agreements and other binding documents to support the project.
2. Act as the Point of Contact for six school districts and the University of Alaska Southeast.
3. Responsible for outreach and engagement with 12 members of the project's Community of Practice (CoP).
4. Communicates project goals, objectives, and desired outcomes to the teachers, Elders, artists, and other individuals participating in the project.
5. Acts as a liaison with other departments and outside agencies in support of the STEAM- Making in Southeast Alaska project.
6. Participate in monthly review of the project budgets and financial reporting with the PI and Chief Operating Officer.
7. Coordinate and implement the project's annual professional development events in Juneau for the 12-member CoP.
8. Coordinate and implement the project's annual 10-day STEAM-Making Academy for 40 Alaska Native youth.

9. In the role of coordinating project training and activities, the Manager will directly oversee the work of multiple Professional Service Providers, namely the STEAM Specialist and the Project Evaluator.
10. Serve as a key member in the project's Leadership Team.
11. Share information about the project and its goals, objectives, desired outcomes, and timelines with SHI's Native Artist Committee and Council of Traditional Scholars.
12. Support the work of the Project Coordinator to ensure that all project participants' travel arrangements are accurate and timely.
13. 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
- Field experience in STEM education and knowledge of STEM education

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.

