POSITION DESCRIPTION
Senior Education Project Coordinator

INFORMATION
Department: Education
Reports to: Education Director
Location of Work: Juneau, Alaska
Employment Category: Regular, Full-time
Classification: Exempt

SUMMARY/OBJECTIVE
The objective of this position is to provide support, coordination, and high-level assistance to the Sealaska Heritage Institute Education Department in coordinating and implementing educational activities and programs that align with the goals and mission of the organization. This position supports the Director of Education and the entire Education department through management and coordination of activities and processes.

ESSENTIAL FUNCTIONS
- Supports the Education Director and the Education Department by providing high-level support.
- Coordinates grant specific activities as requested.
- Assists Education Director in grant management activities including creating reports, budgeting, coordination of events and drafting professional service agreements.
- Assist Education Director in management of all aspects of the Education Department’s projects and activities.
- Assists in managing the departmental schedule and coordinating department level tasks such as coordinating personnel activity reports biweekly, managing departmental staff meetings, tracking documents, and acting as point person for departmental procedures.
- Organize and manage education activities with program directors and provide regular communication with public about education programs and activities.
- Provide support to Education Department in program development.
- 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
- Technical capacity and expertise in using charts, tables, graphs, 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 primarily at the Sealaska Heritage Arts Campus. 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 can occasionally be very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing during the day. The employee may lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE

This is a full-time benefited position. SHI employees are expected to work during SHI’s regular business hours of 8:00am to 4:30pm Monday to Friday. Additionally, many employees may work up to 45 hours per week or additional time as needed to meet workload demands or special events such as Celebration.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE
• 3 years of professional work in project management and program coordination

PREFERRED EDUCATION AND EXPERIENCE

• 5 years of professional work in project-related field
• Bachelor of Arts or Science Degree in 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.