

### **The Alaska Humanities Forum**

The Alaska Humanities Forum (the Forum) is dedicated to connecting Alaskans and strengthening communities across the state. Using the humanities - literature and storytelling, history, art, music, philosophy, our shared cultural heritage - we create the space for Alaskans to share their stories, ideas, and perspectives so that they may better understand themselves, one another, and the human experience. Since 1974, the Forum has represented and served Alaska as one of 56 state and territorial councils supported by the National Endowment for the Humanities (NEH) and as a member of the Federation of State Humanities Councils.

The Forum's work falls into three main categories:

1. We utilize cultural immersion, reflective learning, and place-based exploration to better prepare and connect educators and youth in rural and urban communities across Alaska.
2. Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska.
3. The Forum leads, hosts, and funds public events, programs, and community discussions. We empower Alaskans as co-creators in our state's history, narrative, and future.

### **Cross-Cultural Programs**

The Forum leads programming for adults and youth that supports participants in building resilient cultural identities and reflecting on how those identities show up in their personal and professional lives. One of these programs, C3 (Creating Cultural Competence), works with educators new to the Bristol Bay Region to guide them through a cultural induction program that includes a cultural immersion experience, supportive gatherings during the school year, a graduate-level university course, and community mentorship.

### **Position Summary**

The Education Program Manager will manage the Forum's portion of the Bristol Bay Teaching and Learning Collaborative (BBTLC) program. BBTLC is a partnership between the Bristol Bay Native Corporation Education Foundation (BBNCEF), the Forum, the UAA School of Education, the Bristol Bay Region Career and Technical Education program (BBRCTE), Bristol Bay Native Corporation (BBNC), and the four Bristol Bay school districts: Bristol Bay Borough School District (BBBSD), Dillingham City School District (DCSD), Lake and Peninsula School District (LPSD), and Southwest Region School District (SRSD).

The Manager will also support the development of new education and cross-cultural programs at the Forum. This position will report to the Director of Cross-Cultural Programs.

## **Essential Job Functions**

### *Program Management*

- Cultivate strong relationships with program partners, participants and culture bearers
- Manage program budget, including drafting budget narratives and amendments
- Ensure program works to meet goals outlined in grant and draft performance reports
- Draft and manage contracts

### *Cross-Regional Program Leadership*

- Present at statewide education conferences, including the annual Alaska Superintendents Association conference

### *Learning Development and Facilitation*

- Co-plan with program partners and facilitate gatherings for BB TLC educator participants, both virtual and in-person
- Ensure program events follow the Forum's preferred methodologies for gathering, such as The Art of Hosting, World Cafe and other models of convening and dialogue
- Contribute to Forum team of facilitators by facilitating C3 Program and Forum internal convenings as opportunities arise

### *Program Design, Development, and Continuous Improvement*

- Co-develop new program components to help deepen teacher connections within and across regions
- Collaborate with Director of Cross-Cultural Programs, Vice President of Programs and other program managers to develop new programming in response to need, funding opportunities, and Forum capacity
- Identify opportunities to streamline programs for greater efficiency and sustainability
- Support efforts to seek funding for new and existing initiatives by offering insight into Alaska's educational landscape
- Support writing new program grants through partner engagement, research and information coordination
- Contribute to Cross-Cultural Programs Team work broadly, deepening alignment between youth and adult programming

### *Program Coordination*

- Coordinate with program evaluators, partner organization staff, partner school districts, and culture camp staff to schedule gatherings and partner meetings
- Host monthly partner meetings
- Coordinate with program partners to book educator travel and accommodation for gatherings

- Prepare for and effectively manage daily, weekly and monthly duties within project timeline
- Perform data collection, project evaluation and reporting functions, including logging participant information and activities
- Participate in weekly Forum staff meetings and team meetings
- Travel to summer culture camp in Bristol Bay Region and act as Forum staff representative, as opportunities arise

Other duties as assigned.

### **Qualifications and Experience**

Candidates for the position should have a bachelor's degree, with a background in education in rural Alaska. Experience as an educator and/or student in the Bristol Bay Region is preferred, as is two years minimum experience designing and delivering programming for educators.

Candidates should have demonstrated performance in managing projects with school districts and Alaska Native organizations, the ability to lift 35 lbs, the ability to lead and participate in video conferences for up to four consecutive hours, and the ability to work at a remote campsite without access to running water for up to five consecutive days. Applicants must be able to pass state and federal background checks.

### **Knowledge, Skills and Abilities**

- Demonstrated experience successfully planning and managing a project that takes place in remote Alaska
- Awareness and understanding of education in rural Alaska
- Curiosity and motivation to dig into complex questions about culture, education and institutions
- Ability to navigate the ambiguity of starting a new program
- Capacity to work independently
- Self-directed initiative, problem solver
- Strong listening and inquiry skills
- Resourcefulness and creativity
- Capacity to work well both collaboratively and independently
- Ability to lead and participate in videoconferences for up to four consecutive hours

### **Conditions of Employment**

The Education Program Manager position is an exempt, full-time position with a regular weekday work schedule of 40 hours per week, 8:30 a.m. to 5:00 p.m., with 30 minutes for lunch. This position will include some weekends and some offsite travel. The yearly salary range for this position is \$60,000-65,000. Benefits include medical and dental, nine paid holidays per year, nine earned paid time off hours each pay period, and a 403(b) retirement plan (after six months). The position is based at the Alaska Humanities Forum offices in Anchorage, with occasional overnight travel.

**Note: This position is contingent upon a contract award, which will be announced in August-September. Mid-September to early October start date preferred.**

**How to Apply**

To be considered for this position, send a letter of interest, resume and AKHF application to Amanda Dale at [adale@akhf.org](mailto:adale@akhf.org). Please direct questions to [adale@akhf.org](mailto:adale@akhf.org) or 202-329-0062. Applications will be accepted through Friday, Aug. 22, 2022.

**Equal Opportunity Statement**

At the Alaska Humanities Forum, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. We believe that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.