

# ALASKA HUMANITIES FORUM

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## 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, art, history, 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 Alaskans as one of the 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 3 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.

The Forum embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

## Thrive Together Programming

The Forum supports programs that transition middle and high school students to a post-secondary setting with social-emotional activities, humanities-based exercises, as well as hard and soft skills. Staff work directly with partners and school staff to supplement programming with a focus on building a positive cultural identity, support network of peers and adults, academic skills, and social/emotional skills necessary to succeed in a post-secondary environment.

## Position Summary

The Program Coordinator works alongside the Leadership Programs team to plan and deliver Thrive Together programming. The Program Coordinator staffs all afterschool programs at ASD schools and develops strong relationships with youth participants. This person ensures ongoing communication with youth participants, school staff, community partners, culture bearers, and families of students enrolled in the program. The Program Coordinator will support the Program Manager in developing lessons, activities, and arc of experience for students.

## Essential Job Functions

### *Program Staffing*

- Staff program workshops, field trips, information and recruitment events
- Support the facilitation of program activities developed by the Program Manager
- Collect, review, and respond to participant outputs including journaling and self-discovery activities, surveys, and Youth Advisory Council recommendations for programming

### *Program Planning*

- Support the Program Manager in researching activities to support specific program objectives
- Research potential facilities, locations, and transportation providers for program activities and field trips.
- Run errands, including shopping for program supplies
- Prepare program materials for staff and participants

### *Relationship Management*

- Cultivate relationships with students, parents/guardians, school district partners, and other community members and partners programmatic coordination and alignment
- Act as primary point of contact for students and their families
- Attend Monthly AYDC meetings to stay informed of opportunities for students and staff

### *Communications*

- Create, update, and maintain program documents
- Gather stories from program events and celebrating student success and opportunities
- Research and communicate information about post-secondary opportunities, leadership development, cross-cultural awareness, and other opportunities of interest to students
- Assist in the recruitment and enrollment process for students at ASD partner schools

## Qualifications and Experience

Successful candidates will have strong written and verbal communication skills as well as interpersonal skills and have experience in cross-cultural education or youth development. They will have strong attention to detail, organizational skills, and basic tech and computer literacy. Experience working with teenage youth is strongly preferred. Candidates for the position will have a bachelor's degree or comparable experience.

Fluency or proficiency in non-English languages spoken by ASD students (Spanish, Hmong, Samoan, Filipino, Korean) or an Alaska Native language is a plus.

## Knowledge, Skills, and Abilities

- Excellent teamwork and self-awareness skills
- Ability to clearly communicate information verbally and in writing to a wide variety of audiences
- Strong interpersonal skills to maintain effective working relationships with participants, team members, and partners
- Awareness and understanding of cultures, both traditional and contemporary
- Capacity to manage daily operations, track project tasks, and achieve project goals
- Professional, flexible, and solution-oriented in unexpected situations
- Ability to work independently and complete assignments efficiently
- Attention to detail and strong organizational skills
- Experience creating, updating, and maintaining confidential records

- Fluency with tech programs such as Zoom, GSuite, Word, Excel, and PowerPoint

#### Conditions of Employment

The **Program Coordinator** position is a full time, non-exempt position with a regular work schedule of 40 hours per week. Normal office hours are from 8:30am-5pm with on-site program delivery Monday-Thursday in the afternoons. The position will involve some weekends and occasional work after regular hours with advance notice. Benefits include medical, vision, and dental insurance, 9 paid holidays per year, 9 earned paid time off hours each pay period, and a 403(b) retirement plan. The position is based at the Alaska Humanities Forum in Anchorage and will require frequent travel to school sites in Anchorage. Starting pay ranges from \$50,000-\$58,000 per year. Applicants who receive an offer of employment must satisfactorily pass a background investigation and drug screening.

#### Application and Hire Date

To be considered for this position, send a completed employment application, letter of interest, and a resume to Kim Fasbender at [kfasbender@akhf.org](mailto:kfasbender@akhf.org) no later than August 15, 2022. A late September 2022 start date is preferred.