

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's Cross-Cultural Programs Team carries out programming that fosters aware, compassionate and resilient cultural identity. Through our work we bridge cultures. The team's programming includes youth programs in which middle and high school students build confidence in their cultural identities while forming a supportive community with other Alaska Native youth from around the state. Understanding culture as a source of strength helps students navigate high school and find success in post-secondary opportunities and beyond. These include in-person and virtual sessions, workshops, and immersions. They include personal reflections, positive self and cultural identity formation, cross-cultural experiences, peer-to-peer learning, discussions of Elder and culture bearer teachings, and art and storytelling.

Position Summary

Youth Coordinator would be a member of the Cross Cultural Program staff for the Ilakucaraq Project and work immersions and virtual sessions, develop strong relationships with youth participants, act as a lead liaison with partners to ensure coordination and alignment. The Program Coordinator will support the Youth Team in program content development and logistics, lead facilitation, and support efforts in policy and professional development research.

Essential Job Functions

Workshop, Immersion and Seminar Staffing

- Staff program immersions, virtual and in-person workshops, and other programming.
- Lead the facilitation of program components directed by the Youth Program Manager.
- Collect, review, and respond to participant outputs, including journaling and self-discovery activities.
- Collaborate for regular social media updates of activities and successes to motivate and encourage participants throughout and after sessions.
- Support Youth Team by researching and developing activities to support specific program objectives.
- Research potential locations, facilities, transportation providers, etc. for in person

Immersion.

- Research potential technologies, techniques, and best practices for virtual programming.
- Setting up virtual meetings, reaching out to participants to make sure they know how to join.
- Run errands, including shopping for and mailing out program materials, in preparation for programs.

Relationship Management

- Cultivate relationships with youth, parent/guardians, school district partners and other partners to ensure programmatic coordination and alignment.
- Assist with participant communication before, during, and after events.
- Attend monthly AYDC meetings to stay abreast of opportunities for youth and relevant workshops for staff.

Communications

- Create, update, and maintain program documents.
- Gather stories about the events and celebrate participant successes and opportunities.
- Research and communicate opportunities for participants to explore post-secondary options, leadership development, and cross-cultural awareness.
- Assist in the promotion and recruiting of participants for upcoming events, workshops, or immersions.

Qualifications and Experience

Successful candidates will have strong written and verbal communication skills as well as interpersonal skills and have experience in cross-cultural competency. They should have a strong eye for detail and be well organized. Experience working directly with teenage youth is strongly preferred. Familiarity with the challenges, opportunities and culture of rural Alaskan youth is preferred. Applicant must possess a good driving record and have access to a reliable vehicle. Candidates for the position are preferred to have a bachelor's degree or comparable experience.

Knowledge, Skills and Abilities

- Excellent teamwork and self-awareness skills.
- Ability to clearly communicate information verbally and in writing to a variety of audiences.
- Strong interpersonal skills to maintain effective working relationships with participants, vendors, 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 to complete assignments efficiently and with excellence.
- Attention to detail and strong organization skills.
- Experience creating, updating, and maintaining records.
- Ability to create and host Zoom meetings.
- Ability to spend up to 6 continuous hours on Zoom in a day with periodic breaks .
- Ability to learn to navigate various learning management platforms (Google Classroom, Moodle).
- Fluency with various technology programs, such as Word, Excel, PowerPoint, Google Docs, and SharePoint.
- Ability to lift up to 25 pounds (to transport program supplies to sites).
- Comfortable driving participants in rental vehicles.

Conditions of Employment

The **Program Coordinator** position is a full time exempt position, with a regular work schedule of 40 hours per week. Normal office hours are from 8:30 - 5:00pm with 30 minutes for lunch. This position will involve some weekend hours, occasional overtime hours (with advance notice), and

will involve significant offsite travel over the summer. This position allows for occasional working from home when deemed appropriate and will require in-person work at the office. Benefits include medical, dental, life, and disability insurance, nine paid holidays per year, nine earned paid time off hours each pay period, and a 403(b) retirement plan. The position is based at the Alaska Humanities Forum offices in Anchorage, and may involve occasional travel within Alaska. Starting salary ranges from (\$50,000-\$58,000 annualized). Applicants who receive an offer of employment must satisfactorily complete a pre-employment state and federal background check, and driving record check. The Forum reserves the right to drug screen employees with reasonable suspicion of intoxication at work.

Application and Hire Date:

To apply, please visit <https://alaskahumanitiesforum.bamboohr.com/jobs/view.php?id=22> applications will be accepted through October 3rd, 2022. If you have any questions about the application, please reach out to Kim Fasbender at kfasbender@akhf.org.

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.