



Ahtna Intertribal Resource Commission

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connect@ahtnatribal.org

Education and Outreach Coordinator

Position Title: Education and Outreach Coordinator

Work Schedule: Up to 40 hours/week

Pay: \$60,000 DOE

Location: Glennallen Alaska

Reports to: Executive Director

Summary: Join our team to develop, implement, and manage educational programs and outreach initiatives that promote community engagement and educational opportunities. This role involves working with Tribes, ANCSA Corps., schools, community organizations, and the general public to enhance the reach and impact of our educational efforts.

Key Responsibilities:

Program Development and Implementation:

- Design and administer educational workshops that align with the organization's mission and goals.
- Develop curriculum and educational materials for diverse audiences, including students, educators, and community members.
- Coordinate with subject matter experts to ensure program content is accurate and engaging.

Community Outreach:

- Build and maintain relationships with schools, community organizations, and other stakeholders to promote and support AITRC's educational initiatives.
- Plan, execute, or participate in outreach events: community fairs, school visits, public presentations, etc.
- Develop strategies to increase community participation and awareness of educational programs.

Communication and Marketing:

- Create promotional materials, including brochures, newsletters, and social media content, to advertise educational programs and events.
- Manage the organization's social media accounts and website content related to education and outreach.
- Develop and maintain a list of contacts and partners for ongoing communication and collaboration.

Minimum Qualifications:

- Strong communication skills, with the ability to interact effectively with diverse audiences.
- Excellent organizational and project management skills.
- Proficiency in Microsoft Office Suite, photo and video editing software, and social media platforms.
- Ability to work independently and as part of a team.

- Passionate about education and community engagement.
- Creative and innovative thinker.
- Flexible and adaptable to changing needs and environments.

Essential Duties and Responsibilities:

- Design and deliver engaging educational programs and workshops.
- Build and maintain relationships with community partners and stakeholders.
- Build and maintain relationships with Tribes and Tribal Citizens.
- Plan and execute community outreach events.
- Develop and distribute promotional materials for educational programs.
- Manage social media accounts and website content.
- Monitor and evaluate program effectiveness.
- Prepare detailed reports on program outcomes.
- Manage program budgets and resources.
- Ensure data integrity and maintain organized records.
- Communicate effectively with team members and stakeholders.

Work Environment:

- This position may require working evenings and weekends to attend events and conduct outreach activities.
- Travel within the Ahtna Territory and to partner organizations may be necessary.

Tribal Member Preference

Pursuant to PL 93-638, as amended, preference will be given to qualified Ahtna Native Corporation Shareholders, Descendants, and Spouses in all phases of employment.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To Apply: Submit your resume, cover letter, and two professional references to connect@ahtnatribal.org with the subject line "Outreach and Education Coordinator."

Applications will be reviewed on a rolling basis until positions are filled.