



Goldbelt Heritage

Title: Language Program Coordinator

Department: Programs

Category: Regular Full Time

Salary Grade Level: Starting at \$29.23, DOE

Reports to: Miriah Twitchell / Desiree Jackson

Hours of Work: 37.5 hours

FLSA Status: nonexempt

Date Approved: 11/14/2022

Position Summary

The Language Program Coordinator will be responsible for developing, coordinating, and/or supporting Tlingit Language instruction and activities in Juneau and surrounding areas and for working with curriculum developers and educators to create, finalize, and/or disseminate Tlingit language learning resources and curriculum. This can include coordinating social events and study groups, pairing educators and learners, advocating for language educators and students, contributing to funding applications and reports, hosting language gatherings, supporting documentation, and developing resources.

Primary Responsibilities

This position will coordinate a wide variety of activities between multiple stakeholders and organizations that contribute to Tlingit language instruction and revitalization efforts. The ideal candidate will have strong experience in project management and excellent organization and communication skills. Applicants must be able to organize and maintain large amounts of information and effectively manage simultaneous projects. The position requires knowledge of the Tlingit language and culture and familiarity with regional stakeholders and Tlingit language communities; learners and educators are encouraged to apply.

- Work with staff, language educators, contractors, and partners to develop, maintain, and/or facilitate effective communication between speakers, teachers, and learners.
- Plan, support, and/or host language gatherings, including documentation, immersion, and community event efforts and in- and out-of-school instruction for all ages.
- Assist staff and contractors with development of language learning resources and curriculum materials and culturally relevant and place-based activities and education.
- Contribute to the revitalization and reclamation of Tlingit language by supporting varied needs of new and existing learners and birth speakers.
- Manage multiple funding sources and project and program obligations by prioritizing necessary tasks and reporting on progress, expenditures, and needs.
- Provide content for grant and private funding proposals related to the instruction, reclamation, and revitalization of Tlingit language related funding proposals .



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Language Program Coordinator Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and cross-cultural communication skills.
- Excellent organization and attention to detail.
- Excellent time management skills with an ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate as appropriate.
- Ability to support Indigenous-led education, and culturally relevant and place-based education approaches to education.
- Ability to provide training/and professional development opportunities to diverse partners.
- Ability to contribute to a collaborative and healthy work environment
- Ability to study, contribute to, and assist with the organization of Tlingit language curriculum.

Education and Experience:

Requires a degree in Tlingit Language or Education or a related field; and/or requires work experience in the fields of anthropology, education, or related field; requires teaching experience in Tlingit culture and/or language at the elementary, middle, and secondary or college level; knowledge of the Southeast Alaska cultures; the ability to inspire.

SALARY: DOE \$29.23 to \$37.00 per hour

APPLICATIONS WILL BE ACCEPTED UNTIL:

the position is filled.



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