



# Goldbelt Heritage

**Title:** Youth 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

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## Position Summary

The Youth Program Coordinator will be responsible for coordinating and supporting GHF- and partner-led events, programming, and education opportunities for youth of all ages in Juneau, Alaska, and other Southeast Alaska communities.

### Primary Responsibilities

This position provides oversight of youth events and educational programming. Ideal candidates will have demonstrated experience leading or coordinating Tlingit language, culturally responsive and/or place-based activities, education, and/or programming; development of education resources and/or curriculum; and provision of relevant youth and staff training and professional development opportunities.

This position requires minimum two years relevant experience; prefer experience supporting youth development, knowledge of the Southeast Alaska cultures, and demonstrated interest working with the community and project partners.

- Supports routine provision of culturally relevant and place-based activities and instruction and academic support to youth at all grade levels.
- Hosts events on a regular basis to support family and student engagement and provide resources and Tlingit language and culturally relevant instruction and activities.
- Facilitate and support instruction at summer academies for youth language acquisition and cultural education at all grade levels.
- Partner closely with tribal organizations, school districts, agencies and collaborates to plan and facilitate an annual Gathering of Native Americans for Southeast Alaska youth.
- Coordinate and supports a post-secondary readiness and cultural education and mentorship program to serve Alaska Native/Native American high school age youth.
- Support routine provision of Tlingit language instruction in early-education, elementary, and secondary school settings.
- Work with language educators and speakers to plan and provide teacher training in connection to language curriculum and enhancing language teaching methods.
- Assist team to develop, field test, print and disseminate beginning, intermediate and advanced language and cultural education curriculum.



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www.goldbeltheritage.org



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## *Youth 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
- Comfortable demonstrating Tlingit language and cultural knowledge to youth of all ages.

## *Education and Experience:*

Requires a degree in Alaska Native Studies, Tlingit Language, Education, or a similarly related field and/or requires work experience in the fields of education, tribal social services, or a similarly related field; experience inspiring and engaging youth from diverse backgrounds; knowledge of Southeast Alaska cultures; experience teaching Tlingit culture and/or language at the elementary, middle, and secondary or college level preferred.

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

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## **APPLICATIONS WILL BE ACCEPTED UNTIL:**

the position is filled.

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