



Job Title: Project Coordinator, Full-time (40 Hours/Week)
Location: Juneau, Alaska
Reports to: Huna Heritage Foundation Executive Director
Status: Year-round, Exempt, Hourly Wage \$25.00 Starting DOE

Huna Heritage Foundation Mission: Enrich Our Way of Life in perpetuity.

Summary of Position: We are seeking a dedicated and detail-oriented Project Coordinator to manage and support our Scholarship Program, Library and Archives, and Cultural Programs. The ideal candidate will have a passion for cultural preservation, education, and community engagement, and will contribute to our mission of enriching our way of life for current and future generations.

Responsibilities & Duties:

Scholarship Program

- **Program Coordination:** Manage the administration of the scholarship program, including application processes, selection committees, and award disbursements.
- **Outreach:** Promote the scholarship program to potential applicants and community members.
- **Support:** Provide guidance and support to scholarship recipients, tracking their progress and maintaining engagement.

Library and Archives

- **Manage Collections:** Oversee the organization, cataloging, and maintenance of library and archival materials.
- **Access and Preservation:** Ensure the preservation of historical documents and facilitate access to materials for researchers and community members.
- **Digitization Projects:** Digitize materials, according to best practices and international standards for preservation and access, to be uploaded to the Huna Heritage Digital Archives, Mukurtu Content Management System (CMS).

Cultural Programs

- **Event Planning:** Coordinate and implement community classes, cultural events and programs that promote and celebrate Our Way of Life for events in Hoonah and Juneau.
- **Community Engagement:** Foster relationships with community members, stakeholders, and partner organizations.
- **Program Development:** Assist in the development of new cultural initiatives and activities.

Qualifications, Skills, and Abilities:

- Knowledge of and experience working respectfully and effectively with Alaska Native peoples, cultures, and histories with an emphasis on Huna Tlingit culture.
- At least 2 years of experience in project coordination, preferably within libraries, archives, or cultural programs.
- Solid computer skills, proficient in Microsoft Office, including spreadsheets, database and reporting tools are required. Proficient in the use of Adobe, with Adobe Photoshop experience preferred.
- Must have excellent verbal and written communication skills and ability to work respectfully with elders, community members and diverse groups of individuals.
- Ability to deliver valuable and helpful public presentations in small and large gatherings using the most effective means of communicating to the audience.
- Detail oriented and able to handle multiple tasks, projects, and priorities effectively and professionally.
- Physical requirements include the ability to sit at a desk for long periods of time and work at a computer. Candidate must also be able to lift up to 50 pounds.

Core Competencies:

- Know and support HHF's purpose, mission, vision, and values.
- Excellent written and verbal communication skills; ability to communicate with various individuals and groups.
- Demonstrated ability to build and maintain relationships with stakeholders to the benefit of the organization.
- Willingness and ability to be an effective member of a team and treat individuals respectfully regardless of position or status.
- Ability to address problems and conflicts, exercise judgment and make quality decisions consistent with the level of the position.
- Ability to be self-motivated, effectively prioritize tasks, meet deadlines, and adapt to changes.
- Ability to conduct oneself with integrity and honesty.

NOTES: This position may require occasional travel by small plane or ferry. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Huna Heritage Foundation is an at-will employer.

Huna Heritage Foundation is a cultural and educational non-profit affiliate of Huna Totem Corporation (HTC) and the laws that govern shareholder hire preference for Alaska Native Claims Settlement Act (ANCSA) corporations extend to hiring at HHF. Based on qualifications, preference in hiring and training may be extended in the following order: Qualified Shareholders; Qualified individuals who are spouses or descendants of shareholders; Qualified individuals who are registered shareholders of other Alaska Native Corporations; All others.

TO APPLY: Qualified applicants may send their cover letter, resume and three references to amelia.wilson@hunaheritage.com. In your cover letter, please address how your experience and skills align with the mission and vision of HHF. **Cover letters, resumes and references must be received on or before June 28, 2024, close of business.**

To learn more about Huna Heritage Foundation please visit our website: www.hunaheritage.org.