



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Association of Village Council Presidents • Association of Village Council Presidents, Regional Housing Authority
Bethel Community Services Foundation • Calista Corporation • City of Bethel • Lower Kuskokwim School District
Orutsararmiut Native Council • UAF - Kuskokwim Campus • Yukon-Kuskokwim Health Corporation

Programs Coordinator

The programs Coordinator works with the Programs Director to organize and coordinate the various training programs offered by Yuut Elitnaurviat.

Salary: \$52K – 60K/year DOE

NOTE: The job requires spending time in a vehicle with inexperienced drivers. Patience and good communication skills are an absolute must.

Responsibilities:

- * Work with partner organizations to identify candidates for Yuut Elitnaurviat training programs
- * Work with YE Staff to coordinate yearly programs in the Adult Basic Education, Construction, Driver Education, Healthcare, and Public Safety departments
- * Provide case management, referrals, information, and support to job seekers, adults, and youth to build connections to vocational training, employability, and educational opportunities
- * Report to and work with the Director of Programs to fulfill grant objectives
- * Instruct Driver Education courses both in the classroom and on the road (nationally accredited training provided)
- * Other duties as assigned

Required Qualifications:

- * Valid Alaska Driver License with clean driving record and ability to pass a background check
- * Computer literacy and the ability to enter data and complete reporting
- * Must be able to work and communicate with other members of the team
- * Must be willing to comply with all company policies and procedures, especially with regard to safety
- * Associate of Arts degree or higher
- * 1-3 years of documented Program Coordination or equivalent experience
- * Ability to work independently and with confidentiality
- * Possess strong communication skills
- * Ability to plan and initiate educational programs
- * Experience in working in a cross-cultural setting
- * Yup'ik speaker preferred

Preferred Qualifications:

- * Teaching/Instructing experience

Yuut Elitnaurviat is an Equal Opportunity Employer (EOE). For more information, or to apply, send application, resume and cover letter to fblack@yuut.org, fax to (907) 543-0998, or call (907) 543-0999. The employment application can also be downloaded from our website (www.yuut.org) under the Apply! Tab.