



Yuut Elitnaurviat
PEOPLE'S LEARNING CENTER

Job Announcement – Program Coordinator

Organization: Yuut Elitnaurviat, People's Learning Center, Inc.

Location: Bethel, Alaska

Contact information:

Point of contact: Fannie Black, Director of Programs

Phone: 907-543-0996

Website: www.yuut.org

Mailing address: PO Box 869, Bethel, AK 99559

E-mail: fblack@yuut.org

Position: Program Coordinator

Type: Full time

Salary: \$52,000-\$58,000 DOE

Benefits: Retirement, Healthcare Reimbursement Account, PTO

Deadline: Open until filled

Education: Bachelor (BA, BS, etc.) preferred, Associates with related experience considered

Job Category: Construction, Education & Training, Employment & Human Resources, Human Relations, Project Management, Trades and Labor

Language(s): English, Yup'ik Speaker preferred

Area of Focus: Education and Academia, Human Services, Job Training and Workplace Issues, Multi-Service Community Agency, Rural Issues

Description:

Supervised by the Director of Programs, this position provides leadership to vocational training programs at Yuut Elitnaurviat, including Adult Education, Aviation Maintenance, Construction Trades, Driver Education, Healthcare, and Public Safety. Person is primarily responsible for the delivery of construction technology and maintenance programs, developing relationships with local and state-wide partners & trainers, facilitating federally registered apprenticeship program, and targeted recruiting of students throughout the Yukon-Kuskokwim Delta. Seeking an energetic candidate with background in education and/or construction trades fields (not essential) to create and implement strategies for successful program delivery. Independent judgment and action is required to plan, prioritize, and organize diversified workload. Person must exercise critical thinking and ability to recommend changes in program practices or procedures. The mission of Yuut Elitnaurviat is to promote high-wage jobs for local people through vocational training and educational opportunities.

Additional Qualifications:

Valid Alaska driver's license; Bachelor's degree and/or 3 years of program management experience; teaching/training experience a plus; strong commitment to customer service; ability to lead projects and think critically about efficiency, purpose, and mission to accomplish goals and objectives.

How to Apply:

Submit job application, resume, and cover letter to Fannie Black, Director of Programs, fblack@yuut.org, or by mail to PO Box 869, Bethel, AK 99559. You may also deliver to 610 Akiachak Drive (by appointment only).