



*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:** Tiffany Tony, Director of Operations

**Phone:** 907-543-0990

**Website:** [www.yuut.org](http://www.yuut.org)

**Mailing address:** PO Box 869, Bethel, AK 99559

**E-mail:** [ttony@yuut.org](mailto:ttony@yuut.org)

**Position:** Program Coordinator

**Type:** Full time

**Salary:** \$57,000-\$70,000 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 Programs Manager, this position supports vocational training programs at Yuut Elitnaurviat, including Adult Education, Aviation Maintenance, Construction Trades, Driver Education, Healthcare, and Public Safety. Seeking an energetic candidate with background in education and/or construction trades fields (not essential) to support strategies for successful program delivery. Independent judgment and action are required to plan, prioritize, and organize a diversified workload. Ideal candidate will also be willing to be cross trained to assist with Driver Education activities. Position requires an individual capable of critical thinking and the ability to recommend changes in program practices or procedures for successful delivery. 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 Tiffany Tony [ttony@yuut.org](mailto:ttony@yuut.org), or by mail to PO Box 869, Bethel, AK 99559. You may also deliver to 610 Akiachak Drive during business hours.