

Communications Coordinator
Alutiiq Museum Job Description

Job Title: Communications Coordinator

Reports to: Executive Director

Supervises: None

Location: Kodiak, Alaska (Remote or hybrid options available within Alaska)

Hours: 32-40 hours/wk., or Contractual by negotiation

Compensation: \$25-31/hr. as an employee, commensurate with experience and employment arrangement. Contractual arrangements by negotiation.

Position Overview

The Communications Coordinator plays a vital role in shaping how the Alutiiq Museum communicates with its audiences. This position works closely with the Executive Director and across departments, helping to ensure our messaging reflects our mission and values, resonates with our community, and elevates our visibility. The communications coordinator will oversee media relations, social media, website content, and external communications, serving as both a storyteller and a strategist.

This role is ideal for a creative professional who thrives in a mission-driven environment and is comfortable working independently as well as collaboratively. The position offers flexible hours and may be structured as part-time, full-time, or as a contract position, depending on candidate availability and mutual fit.

Key Responsibilities

Strategic Communications

- Support the development and execution of a cohesive communications strategy
- Help craft messaging that promotes the museum's mission, programs, and values
- Ensure consistency of voice, tone, and branding across all communications platforms
- Oversee the development of museum newsletter content, compiling and editing content from other staff, working with designer, and overseeing mailing.

Media and Public Relations

- Serve as the primary point of contact for media & public inquiries
- Draft and distribute press releases and public communications
- Build and maintain relationships with local and Statewide media outlets
- Coordinate and support staff participation in public interviews and speaking engagements

Digital Engagement

- Manage and grow the museum's presence on social media platforms, coordinating and scheduling content provided by museum departments
- Creates a monthly email broadcast to link patrons to events and resources
- Curate engaging and timely content to promote programs, events, and initiatives
- Update website content and ensure an accessible and user-friendly online experience
- Monitor engagement metrics and adapt strategies to deepen reach and impact
- Assist with CRM database as needed, to maintain data about museum impacts, stakeholders, and contacts

Qualifications

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The position requires a bachelor's degree in communications, marketing, public relations, or a related field, or at least four years of experience in a related field or position.

Required Skills:

- Excellent written and verbal communication skills
- Ability to work independently and manage multiple priorities and deadlines
- Strong attention to detail and editorial judgment
- Cultural sensitivity and commitment to respectful, inclusive communication
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environments; cooperate and work respectfully with others; participate in pro-active problem solving; and attend and participate in staff meetings as required.
- Must have a pleasant, courteous, and professional attitude and presence.
- Must have a valid driver's license and proof of vehicle insurance.

Preferred:

- Familiarity with local and statewide Alaska Native and cultural institutions
- Familiarity with Alutiiq/Sugpiaq culture and rural communities
- Experience managing social media accounts and website content
- Proficiency in digital tools commonly used for communications
- Experience in public relations or working with media outlets
- Graphic design or visual storytelling experience a plus
- Knowledge of Wordpress a plus

This job description does not list all the duties of the position. You may be asked to perform other duties. The job description is not a contract for employment.

What We Offer

- A flexible work structure tailored to your availability and skillset
- A strong team of mission-focused professionals
- Strong potential for advancement based on mutual goals and performance
- Benefits such as PTO and holiday pay, retirement matching, and life insurance
- Professional development opportunities
- A meaningful role supporting language, history, and cultural revitalization