

Education Coordinator
Alutiiq Museum Job Description

CLASSIFICATION	Full-time, Hourly
REPORTS TO	Director of Language & Living Culture
PAY RANGE	\$22 – \$26 per hour
HOURS	32-40 hours/week
SCHEDULE	Tuesday – Saturday preferred

SUMMARY OF RESPONSIBILITIES

The Education Coordinator plays a key role in sharing Alutiiq/Sugpiaq heritage and culture with community members and visitors of all ages. From leading interactive gallery tours to traveling to youth culture camps, this position will work with a dynamic team to design and lead innovative educational programs that connect people with the rich cultural traditions of the Alutiiq people.

This role is perfect for an outgoing individual with a passion for sharing culture, art, history, and language. The Education Coordinator will create meaningful resources, collaborate with museum staff and community partners on engaging educational products, and lead hands-on activities and events that foster understanding and appreciation of Alutiiq history and culture. This position helps guide the museum’s educational vision, helping with planning, securing funding, and tracking the success of new initiatives.

Key Responsibilities

Outreach

- Collaborates with other museum staff and culture bearers to develop culturally relevant educational resources by recruiting participants, creating compelling content, and gathering feedback to refine and improve.
- Leads culturally relevant educational activities both at the museum and throughout the community – visiting classrooms, traveling to rural communities, and attending summer camps – with support from the museum’s education team.
- Collaborates with community partners to integrate Alutiiq arts and culture in educational initiatives.
- Coordinates museum tours and special visits.

Strategy

- Shares the museum’s educational resources by developing social media posts, content for newsletter articles and the website, and by connecting educators with our resources.
- Works with the education team to guide Alutiiq Museum educational project goals and vision, including contributing to grant proposals and identifying key areas to improve.
- Assists museum management on tracking museum progress on grants and contracts that support educational programming.

Teamwork

- Assists with museum events as needed.
- Assists in the museum gallery and store when additional support is needed, such as cruise ship days, during special events, and when regular store staff are out of the office.
- Provides oversight and guidance to interns and volunteers.
- May travel to professional conferences, workshops, and trainings to represent the museum, share museum projects, and learn new skills.
- Completes other tasks throughout the museum as assigned, including assisting with caring for collections, Ancestors' Memorial Park beautification, and administrative tasks.

Qualifications

This position requires a high school diploma or equivalent. A college degree in education, Alaska Native Studies, or humanities is preferred, or 2+ years of equivalent work experience related to this job description. This position requires a strong interest in sharing Alutiiq cultural heritage.

Required Skills and Abilities:

- Ability to interact and work positively with all museum staff, visitors, and volunteers.
- Ability to follow directions carefully, to accept feedback graciously, and to work independently on assigned tasks.
- Ability to work a flex schedule on occasion and participate in evening and weekend events, and travel as needed.
- Familiarity with Microsoft Office Suite programs (Word, Excel, PowerPoint)
- 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 proactive problem solving; and attend and participate in staff meetings as required.
- Must have a valid driver's license and proof of vehicle insurance.
- Must be able to lift or maneuver up to 50 lbs on occasion

Preferred:

- Knowledge of Alutiiq/Sugpiaq or other Alaska Native culture, history, language, and art
- Experience traveling to Kodiak's rural communities
- Experience leading hands-on activities

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 strong team of mission-focused professionals
- Potential for advancement based on mutual goals and performance
- Benefits such as paid time off, paid holidays, retirement matching, and life insurance
- Professional development opportunities
- A meaningful role supporting language, history, and cultural revitalization