

Alutiiq Museum Job Description

Board & Executive Coordinator

TITLE	Board & Executive Coordinator
CLASSIFICATION	Part time <u>or</u> Full time (20-32 hrs/week)
REPORTS TO	Executive Director
SUPERVISES	None
COMPENSATION	\$30-35/hr, with benefits
LOCATION	On-site or remote

SUMMARY: The Board & Executive Coordinator provides high-level support to the Alutiiq Heritage Foundation board of directors and Alutiiq Museum executive team. This position assists with board communications, meeting planning, and tracking of Board-established goals and plans. They work directly with the executive director and other director-level staff across departments to strategize program approaches, track project goals and compliance, and support best cultural and museum practices at every level. This position also identifies needs and solutions, stepping in as necessary to bridge gaps in capacity while collaborating with the Executive Director to establish long-term museum sustainability.

ESSENTIAL POSITION FUNCTIONS

Board Support

- Assists the executive director in answering board member information requests. Keeps board contact info up to date.
- Supports the executive director in scheduling board and board committee meetings. Attends meetings when asked, assists with notetaking.
- Collaborates with the executive director on board reports, meeting packets, and dashboards or visual aids to assist with board communications.
- Oversees board-approved policy updates and approvals, keeping track of master policy files and renewal dates for management and the board. Assists with annual board archive.

Administration

- Assists with development and ratification of contracts and agreements with agencies, vendors, tour companies, other museum users and business contacts.
- Assists with tracking annual business and compliance deadlines to ensure organizational compliance, including business licensing, DBA registrations, SAM.gov renewals, and other state and federal filings.
- Collaborates with the executive director to encourage best practices in all departments, as well as identifying staff support needs for achieving/maintaining best practices.
- Serves as a secondary business administrator to support biweekly timesheet/payroll submissions, bill payments, and expense coding sent to our bookkeeping firm.
- Works with executive team to keep Standard Operating Procedure (SOP) documents up to date for staff reference. Suggests updates to streamline existing processes while maintaining compliance and quality.

Programmatic

- Works with the executive director and program directors to plan project applications and staff time allocations.

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- Helps document project and program activity connected to the goals and directions of the strategic plan.
- Collaborates with the executive director on special initiatives, providing coordination and communications support.
- Assists with museum grant and contract projects as requested to fill staffing gaps or address identified needs.

Qualifications

This position requires a bachelor's degree in a relevant field, and 3 years of job experience that includes office, staff, or project coordination. A combination of education and equivalent work experience will also be considered.

Required Skills and Abilities:

- Confident written and verbal communication skills, with excellent grammar, analytical ability, and attention to details.
- Superior organizational and time-management skills, with the ability to manage complex calendars and multiple projects.
- Proven ability to handle confidential and sensitive information with discretion.
- Capacity to manage projects and tasks independently.
- Willingness to travel occasionally as needed.
- Familiarity with Microsoft Office Suite programs (Word, Excel, PowerPoint), web-based tools, email and calendar applications.
- Experience with, or ability to quickly learn, project management software and internal databases.
- Strong interpersonal skills with ability to work positively with museum board members, staff, visitors, and volunteers, as well as partnering organizations, funders, businesses, and agencies.
- 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.

Preferred:

- Knowledge of nonprofit governance and Robert's Rules of Order.
- Proficiency in virtual meeting platforms (Zoom, Teams).
- Experience in a fast-paced, high-level corporate or non-profit environment.
- Knowledge of Alutiiq history and culture.
- Awareness of Alaska Native entities (tribes, ANCSA Corporations, Native nonprofits), and rural Alaskan community life.

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.

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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 such as trainings, conferences, and tuition reimbursement.
- A meaningful role supporting language, history, and cultural revitalization.