

HAINES BOROUGH  
POSITION DESCRIPTION

**EDUCATION / CULTURAL COORDINATOR**

**SUMMARY:** This position is under the direct supervision of the Library Director and is responsible for developing programs, workshops and/or classes directly related to culture, life skills, and community outreach. The position is responsible for evaluating the programs and services offered, and maintaining records to support those activities. The majority of the current job duties are directly related to the existing grant project, *Crossing Boundaries through Communication* which includes the development and implementation of *The Chilkat Valley Storyboard*. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

**EXAMPLES OF DUTIES**

1. Plan and implement monthly cultural programs and workshops that focus on Tlingit art, culture, and history.
2. Recruit elders/experts to develop and offer library programs on the previously mentioned topics.
3. Organize annual events directly related to grant project.
4. Plan and implement other library programs as needed.
5. Develop fliers, brochures and advertisements to promote library programs and services.
6. Work with existing focus groups related to the current IMLS Enhancement grant project.
7. Gather historical and local information from a variety of sources for input into *The Chilkat Valley Storyboard*.
8. Develop and maintain survey and resource files of grant and other materials related to programs, workshops and classes.
9. Evaluate workshops, presentations, and programs.
10. Assist Director with annual reports, statistics and posters related to grant project.
11. Publish articles in local/state newspapers and newsletters.
12. Maintain partnerships with outside organizations in the community.
13. Assist in updating and maintaining the library website.

14. Develop basic computer classes for library patrons.
15. Work occasional shift on the public service desk.
16. Cooperate as a team member with all library staff, board and Chilkooot Indian Association staff.

### **MINIMUM EMPLOYMENT STANDARDS**

This position requires a willingness and desire to learn many different tasks and to serve people of all ages. The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree or relevant work experience required. Previous experience in a public setting beneficial.
2. Ability to work with people of varied backgrounds and ages.
3. Ability to develop and maintain rapport with community agencies and groups with sensitivity to the unique needs of a small, isolated community.
4. Strong organizational skills.
5. Experience working with video, photo and sound equipment.
6. Ability to establish and maintain effective working relationships with officials, staff members, library partners and the public is required. Experience working with different tribal organizations is preferred.
7. A strong understanding of the Tlingit culture is preferred.
8. Experience working with Tlingit storytelling, wood carving, dance, songs, weaving, bead work, basketry, or other arts is preferred.
9. Experience working with page layout programs, library automation systems, and computers in general is preferred.

This position is directly related to an Institute of Museum and Library Services Native American Library Services Enhancement grant in partnership with the Chilkooot Indian Association.

Native Preference hire.