

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. A portion of the current job duties are directly related to the existing grant project, *Doorways to the Past, Gateway to the Future*. 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, language, 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 a variety of library programs for teens through adults.
5. Maintain partnerships with outside organizations in the community for continued joint programming.
6. Develop flyers, brochures, and advertisements to promote library programs and services.
7. Continue to gather historical and local information from a variety of sources for updates to *The Chilkoot-Chilkat Storyboard* and online game, *Ikaduwaakaa*.
8. Evaluate workshops, presentations, and programs.
9. Develop and maintain survey and resource files of grant and other materials related to programs, workshops, and classes.
10. Assist Library Director with annual reports, statistics, and posters related to grant project.
11. Assist Library Director with new grant proposals and grant writing.
12. Publish articles in local/state newspapers and newsletters.
13. Work with Technology Coordinator in updating and maintaining the library website,

calendar, Facebook page and Twitter account.

14. Assist with set-up of equipment and room for library patron or visitor sponsored programs.
15. Work occasional shift on the public service desk.
16. Cooperate as a team member with all library staff, board, and Chilkoot Indian Association staff.

KNOWLEDGE, SKILLS, AND ABILITIES

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. Excellent writing skills.
6. Experience working with video, photo, and sound equipment.
7. 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.
8. A strong understanding of the Tlingit culture is preferred.
9. Experience working with Tlingit storytelling, wood carving, dance, songs, weaving, bead work, basketry, or other arts is preferred.
10. Experience working with page layout programs, Microsoft Word, Excel, PowerPoint, library automation systems, and computers in general is required.

This position is directly related to an Institute of Museum and Library Services Native American Library Services Enhancement grant in partnership with the Chilkoot Indian Association. At the conclusion of the grant, hours may be reduced.

Native Preference hire.