

KAWERAK POSITION DESCRIPTION

DIVISION:	Education, Employment & Supportive Services
JOB TITLE:	Program Coordinator/Administrative Assistant
POSITION STATUS:	Regular, Full Time
EXEMPT STATUS:	Non-Exempt
PAY RANGE:	11-12-13
REPORTS TO:	Vice President - EESS

The Education, Employment, Training, and Supportive Services Program and activities provide the opportunity to improve education and employment. The EESS Division Program Coordinator/Administrative Assistant is the first point of contact for most Division services and defines EESS's quality of services through their level of professionalism, customer service skills, and attention to detail. Assist the Division with the administration and coordination of Education, Employment, Training and Supportive Service related programs to residents of the Bering Strait region, ensuring that the goals and objectives of the programs are achieved.

BRIEF SUMMARY OF JOB RESPONSIBILITIES

Program Coordinator Duties:

1. Assist the Vice President of the Education, Employment and Supportive Services Division with the administration of education and employment services, ensuring the goals and objectives of the Division are achieved.
2. Conduct initial intake for EESS Division services. Assist consumers with completion of applications; review for completeness and ensure that all required documents and information are received.
3. Review applications and make initial determination for requested services. Refer complete applications to appropriate staff for review, determination and coordination of services.
4. Provide initial employability and training counseling and referral services.
5. Coordinate with other Kawerak programs and partner agencies and provide referral information to consumers.
6. Compile and mail forms and applications.
7. Respond to inquiries, providing information on services available through the EESS Division.
8. Data entry and maintain consumer files and referrals. Update the database ensuring all required reporting information is documented.
9. Assist staff with the dispersal of consumer checks.
10. Contact EESS consumers to obtain follow-up information, including coordinating Consumer surveys.
11. Coordinate outreach events; Duties include: Scheduling events, travel, and meetings facilities; arranging food, supplies, and materials; and reschedule as needed.
12. Assist in reviewing and revising applications, forms, promotional materials and the website as needed.
13. Cross-train with program staff to fill in as needed.
14. Occasionally attend evening meetings or meetings which may require travel during evenings, weekends and holidays, to career fairs, and outreach events. Travel to communities in the Bering Strait region.
15. Other duties as assigned by the Vice-President of the EESS Division.

Administrative Assistant Duties:

1. Answer incoming phone calls and route calls to various departments and programs, take messages, and provide coverage for programs and Divisions as needed.

2. Greet visitors and direct them as needed. Develop and update signs and bulletins.
3. Provide clerical support to the EESS Vice-President and staff as needed. Duties include: taking notes, transcribing, preparing EESS committee packets, copying, filing, faxing, mailing, ordering supplies, calling clients, , and other clerical duties as assigned.
4. Assisting staff with special projects as needed such as holiday planning, scheduling meetings, arranging travel and meeting spaces, ordering food, etc.
5. Other duties as assigned by the Vice-President of the EESS Division.

QUALIFICATIONS:

1. High school diploma or GED plus two years of work experience in career counseling, job development activities, and training programs.
2. Certificate or Associate's degree in education, social work, counseling, rural development or a human services related field is preferred.
3. Ability to maintain strict client confidentiality.
4. Must possess strong communication and organizational skills. Must be professional, customer service minded, be self- motivated, dependable, attention to detail, and able to work with minimum supervision.
5. Possess the ability to work effectively with people from a variety of backgrounds.
6. Ability to establish and maintain effective relationships with students, partners, and organizations.
7. Computer, keyboarding and general office skills required. Knowledge of Microsoft Word, Excel, Access, Windows, and Internet skills preferred.
8. Must be willing and able to travel.

Native Preference per P.L. 93-638

(Approved 12-29-17)