



Alaska Geographic

EDUCATION PROGRAM COORDINATOR

POSITION TYPE: Salary / Full Time (exempt), 10 months

REPORTS TO: Anchorage Education Director

LOCATION: Alaska Geographic Central Office, Anchorage

PAY: \$48,000 – \$52,000 salary depending on experience

COMPETENCIES

We're seeking a dedicated outdoor education professional who is passionate about running a comprehensive education program for diverse Alaska teens, offered at no cost to the student. If you're someone who thrives on the behind-the-scenes intricacies of program and expedition facilitation, possesses a sharp eye for risk management, and finds fulfillment in student outreach alongside hands-on field work, then this opportunity may be a great fit for you. As an integral part of our Anchorage Education team, you'll lead the coordination of influential programs that deeply resonate within our Alaska community.

The Anchorage Education Program Coordinator reports to the Anchorage Education Director and supports Alaska Geographic in running free teen expeditions for Alaska teens, and other educational programming opportunities throughout the year. This position manages all student and alumni communications, leads the trip planning process, oversees hiring and supervision of 2-4 field staff, upholds our risk management standards, serves as a trip leader at least 1 trip per summer, and takes initiative to constantly improve our program.

ESSENTIAL FUNCTIONS:

- Coordinate and execute the delivery of 8-12 summer expeditions, working in close partnership with our agency and community partners, including planning and executing all program logistics, issuing equipment, recruitment, and overseeing student applications.
- Manage and maintain positive relationships with students and their families to establish a long-term connection to outdoor recreational pursuits on public lands.
- Maintain strong relations with student nominators, teachers, counselors, and community youth development professionals to recruit and retain students.
- Communicate and model company standards and policies as stated in the Employee Manual.
- Internal alignment with the AK Geo mission and developing a culture of inclusion within the organization.

RESPONSIBILITIES AND DUTIES:

- Oversee department seasonal staffing needs (e.g. recruitment, interviewing, hiring, training, performance evaluations), including providing exceptional support throughout summer season.



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- Contribute to and actively nurture strong relations between AK Geo and federal public land agencies.
- Develop and actively nurture strong relations between AK Geo and community partners.
- Coordinate and facilitate the spring Watershed Education Program in partnership with the U.S. Fish & Wildlife Service.
- Coordinate youth outreach efforts for various Alaska public land education opportunities.
- Compile participant evaluations and field staff program reports for overall program effectiveness and make recommendations for improvements.
- Contribute to grant writing and reporting.
- Contribute to the overall operations of running the Anchorage Education program, including updating and maintaining curriculum, media equipment, gear, program assets, use of vehicles, and developing long-term resources for staff.
- Assist the Marketing and Community Outreach Manager in creating, developing, and issuing marketing materials for Anchorage Education.
- Participate in the risk management on-call team, rotating with other full-time Education staff to ensure we have Anchorage-based 24-7 phone support for trips in the field.
- Participate in our internal Risk Management Committee.
- Participate in budget development and monitoring of program expenses.

REQUIRED EXPERIENCE, LICENSES, CERTIFICATIONS, ABILITIES, OR KNOWLEDGE:

- 2-3 years of leadership experience in outdoor education or adventure programming or related experience (SCA, Environmental education, Ameri-Corp, Peace Corps).
- 3+ years of experience working with teens, preferably Alaska teens.
- Experience in staff management and supervision.
- Excellent writing/editing and verbal communication skills.
- Must hold an active Wilderness First Responder.
- Must hold advanced certification and/or training in one or more outdoor environmental education skill areas (e.g. Rock, Snow, Wilderness Medicine, etc); ACA Kayak Touring Level II preferred.
- Willingness to go into the field for multiple nights with potentially short notice.
- Intermediate proficiency in working in a digital workspace, including the Microsoft Office Suite, Canva, and enrollment software.
- Able to work independently; enjoys creating and implementing new initiatives.
- Proactively problem-solve quickly and implement solutions
- Excellent organization and time management skills. Ability to organize, prioritize, and efficiently complete diverse tasks while tracking many details.
- Knowledge of Alaska's natural history, Alaska Native cultures, general understanding of federal public lands, in particular areas of program operations.



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- Strong preference given to Alaska-based candidates.
- Must live in the immediate Anchorage area during the summer due to on-call and logistic duties. Must live within a reasonable commute to Anchorage during off-season.
- Willing to work with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters.
- Must be at least 21 years of age.
- Must hold a valid driver's license.
- A federal background check is required for this position.
- Must be legally authorized to work in the U.S.
- Bachelor's degree in a discipline appropriate to the position, or equivalent experience.

WHO WE ARE

Since 1959, Alaska Geographic (AK Geo) has been the official nonprofit education partner to Alaska's public lands. We currently partner with Alaska's National Parks, National Wildlife Refuges, National Forests, BLM Public Lands, and State Parks. We create and deliver exceptional education programs and products through collaboration with public land agencies. We extend the visitor experience by providing lasting mementos that facilitate opportunities for emotional and intellectual connections between public land resources and visitors. We support education programs and interpretive store sales, raise funding for youth programs, stewardship projects, and arts and education programs. Together with our public land partners, we are dedicated to sharing Alaska's rich natural and cultural heritage. We envision inspired people experiencing, supporting, and protecting Alaska's national parks, forests, refuges, and conservation lands for generations to come.

Alaska Geographic is an equal-opportunity employer.

This is a ten-month, Anchorage, Alaska-based, full-time, and exempt position.

This position is not eligible for housing assistance or relocation costs.

Alaska Geographic provides a comprehensive benefits package for this position. Following 60 days of continuous employment, you will become eligible to participate in our employer-supplemented health benefits package, which includes medical, dental, vision, and health savings account (HSA) plan, long-term disability, life insurance, and a 403(b) retirement plan. Other benefits include vacation and holiday pay, sick leave, discounts in our stores and field courses.

For more information about Alaska Geographic, visit our website at akgeo.org

This job description does not list all the duties of the job. You may be asked to perform other instructions and duties. You will be evaluated in part based on your performance of the tasks listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

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