



Position: Program Director

Location: Downtown Anchorage, Alaska

Time Commitment: 30 hours/week

Compensation (paid monthly): \$23.00/hour + Potential for year-end bonus

Reports to: President & CEO

About the Alaska World Affairs Council:

The Alaska World Affairs Council is an educational not-for-profit organization offering meaningful and interactive opportunities for Alaskans to engage the world. We strive to provide our community with a wide spectrum of perspectives, remaining nonpartisan in the conviction that better access to education in international affairs is necessary for sound democratic citizenship in our local, national and global community.

Position Summary:

The Program Director is a part-time non-exempt position responsible for the operational and logistical success of the Council's public engagements, including events, school activities, outreach engagements, etc. The Program Director will work collaboratively with staff, board members, and volunteers to develop and implement communication strategies to broaden the impact of the Council's programs and oversee organizational messaging and constituent services. The ideal candidate will be a detail-orientated and outgoing self-starter who can independently prioritize and complete duties on time with a positive attitude.

Scheduling is flexible during business hours, Monday through Friday 8:00am to 5:00pm, with some evenings required. Continuing professional development is encouraged in relation to communications, marketing, and event management skills.

Responsibilities:

- Act as lead for educational programming coordination, execution, and evaluation. Must be able to take program ideas and develop through the cycle to successful execution. Includes working with staff, speakers, venue managers, board members, volunteers, community partners, etc.
- Serve as speaker liaison; assist speakers who have been invited and confirmed by CEO through the coordination of their travel arrangements, lodging, and the building of a meaningful visit itinerary to maximize their time in Anchorage and their experience while here.
- Create events in constituent relationship management software and update attendee information.
- Act as main point of contact for volunteers. Responsible for volunteer recruitment, training, cultivation, and retention.

- Serve as lead for marketing and outreach efforts of the organization. Must have experience with website maintenance, email marketing software, basic graphic design skills, working with media to arrange advertising, collaborating and coordinating with community partners (to include other non-profits, ASD, UAA, companies), and have an overall competency in communicating organizational activities and goals.
- Act as in-house IT support. Must have knowledge and experience with Mac/Apple technology, Dropbox, and Google Suite.
- Actively support the Marketing, Program, and WorldQuest Committees in their respective functions and outcomes.
- Participate in meetings of the Board of Directors and provide accurate information to CEO regarding outreach and programming statistics for inclusion in reports.
- Other duties as needed or assigned.

Required Qualifications:

- Have at least one year of professional experience in event planning, project/program management, marketing, and/or public relations experience.
- Strong attention to detail particularly relating to basic math functions and event planning.
- Be technologically savvy with experience using:
 - Macintosh Operating Systems;
 - Word Press web CMS;
 - Microsoft Office Word, Excel, and PowerPoint;
 - email marketing software (Robly);
 - donor database software (Little Green Light);
 - Google Apps Suite (particularly Gmail, Calendar, Forms); and
 - Dropbox.
 - Experience and knowledge of graphic design also desired (InDesign, Photoshop, Canva).
- Proven competency in communicating professionally across channels including on the phone, in writing, in-person, and on social media.
- Have reliable transportation.
- Must be able to work during events, typically Fridays at lunch and Thursday evenings.
- Be available to work 30 hours each week with flexible scheduling between the hours of 8:00am to 5:00pm Monday through Friday. Longer shifts of 4-5 hours preferred and occasional evening shifts required.

Application Instructions: Deadline to apply – Friday, June 1, 2018 by 5:00pm

- Please submit an updated resume and cover letter detailing your qualifications relating to the requirements above and your ability to fulfill the responsibilities as outlined for the Program Director position.
- Letters should be addressed to Lise Falskow, President & CEO of the Alaska World Affairs Council, and emailed as a PDF attachment to info@alaskaworldaffairs.org by the June 1st deadline.