

Alaska Humanities Forum Workshop Coordinator Position Description

Do you believe in the power of the conversation to enhance our lives and communities? Do you believe that the way conversations are designed, hosted, and facilitated impacts the future of Alaska?

The Alaska Humanities Forum's Workshop Coordinator is designed for a self-motivated individual who has a curious mind and wide-ranging interests, excellent written and oral communication skills, an outgoing and amiable personality, the ability to work independently, highly organized work habits, and experience juggling multiple projects simultaneously.

The coordinator will be responsible for supporting the Forum's work by *organizing and delivering facilitation workshops that work to bridge distance and difference across the state.*

More than directly applicable experience, we're looking for someone who is excited by this opportunity and ready to learn.

The Alaska Humanities Forum

The Alaska Humanities Forum (the Forum) is dedicated to connecting Alaskans and strengthening communities across the state. Using the humanities - literature and storytelling, history, art, music, philosophy, our shared cultural heritage - we create the space for Alaskans to share their stories, ideas, and perspectives so that they may better understand themselves, one another, and the human experience. Since 1974, the Forum has represented and served Alaska as one of 56 state and territorial councils supported by the National Endowment for the Humanities (NEH) and as a member of the Federation of State Humanities Councils.

The Forum's work falls into three main categories:

We utilize cultural immersion, reflective learning, and place-based exploration to better prepare and connect educators and youth in rural and urban communities across Alaska.

Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska.

The Forum leads, hosts, and funds public events, programs, and community discussions. We empower Alaskans as co-creators in our state's history, narrative, and future.

Conversation Programs

The Conversation Programs include both Forum-supported projects and Forum-conducted programs that help to build a culturally diverse, economically vibrant, and equitable Alaska where people are engaged, informed, and connected. Our constantly-evolving portfolio is responsive to community needs and funding opportunities. As a result, the team is dynamic and flexible, an incubator for experimentation and innovation.

We believe that meaningful connections are most easily forged face-to-face, and we intentionally invest in gathering and convening in-person whenever possible. We also believe that thoughtfully designed virtual gatherings can deepen and extend in-person programming, and COVID-19 has pushed us to develop our capacity to design and deliver rich online experiences.

The Forum offers a variety of workshops that are designed to empower communities, organizations, and individuals to have meaningful, intentional conversations that strengthen community. These workshops are interactive, practical, and reflective. Each one encourages participants to practice the skills they learn with conversation topics that are relevant to their lives. We recruit participants with diverse perspectives and diverse experiences, which requires us to reach actively and persistently beyond our existing networks.

Forum facilitated workshops include:

- *The Art of Powerful Questions*
- *Braided Stories: Equitable Communities for Alaska's Children and Families*
- *Leading Conversations That Build Community*
- *Facilitation Foundations*
- *Making Space for Conversation*
- *Facilitating Through Conflict*
- *Developing Guiding Questions*

Essential Functions

Workshop Planning and Delivery

- Based on workshop purpose and goals, plan and arrange logistics and details including format, program (i.e. schedule/agenda), location, seating arrangement, catering, transportation, invitee list, speakers, special guests, equipment, promotional material, etc.
- Work closely with the Director of Conversation Programs to develop organizational systems for program processes and delivery including; managing requests, scheduling trainings, program follow-up and evaluation.
- Coordinate registration and payment processes with regular communication of progress.
- Collaborate with staff and stakeholders as needed for all workshops.
- Proactively troubleshoot any emerging problems on the day of the workshop.
- Build a comprehensive outreach strategy for each workshop offering in collaboration with the Communications team
- Develop and maintain communication systems, such as email templates and tracking systems.
- Oversee of facilitation supplies and materials, including printing and mailing of program supplies.

- Work closely with the Operations Team to ensure invoices and all necessary paperwork are distributed in a timely manner.

*Facilitation**

- Work with partner organizations to co-facilitate workshops and related programs, including community conversations as needed.
- Actively manage group dynamic, pulling participants back to the discussion's intention and ensuring a balance between participants who tend to be more outspoken and those who tend to be quieter or reserved.

Program Design, Development, and Continuous Improvement

- At the launch of new workshops, identify tasks, develop work plans, and checklists to streamline processes.
- Regularly collect and interpret workshop feedback (including but not limited to participant surveys) and incorporate into workshop design.
- Modify and revisit previously designed materials based on feedback from partners and participants.
- Collaborate with a team to develop new programming in response to community need, funding opportunities, and Forum capacity.

Relationship Management and Network Development

- Identify key partner organizations in communities in and outside of the Anchorage area, and work with them to plan and implement conversation programming.
- Identify, prioritize, and attend events to build and reinforce key relationships.

*Note: The coordinator will receive facilitation training and development from the Forum. The coordinator should have a strong interest in facilitating workshops and conversations, but need not have pre-existing experience.

Qualifications and Experience

Successful candidates will have strong written and verbal communication skills as well as interpersonal skills and have experience in cross-cultural competency. They should have a strong eye for detail and be well organized. Experience in working with audiences and participants of widely varied social and educational backgrounds is highly desirable.

This is a unique role that will require a lot of learning, so candidates should not worry if they lack directly transferable experience for the “essential job functions” listed above. That said, candidates should be prepared to make tangible contributions to the team from their first day (even while learning) and should be *excited* to take on increasing levels of responsibility quickly.

Experience with Microsoft Word, PowerPoint, and Excel are required.

Knowledge, Skills and Abilities

- Ability to thrive in a fast-paced, low-structure environment.
- Disciplined initiative.

- Quick learner.
- Collaborative mindset.
- Strong listening and inquiry skills.
- Talent for recognizing unexpected connections, subtle opportunities, and novel solutions.
- Resourcefulness and creativity.
- Capacity to work independently.
- Curious nature.
- Willingness to take risks, try new things, and explore uncharted territory.
- Awareness and understanding of cultures, both traditional and contemporary.

Conditions of Employment

The Workshop Coordinator position is full-time and non-exempt, with a regular work schedule of 40 hours per week. Normal office hours are from 9:00 a.m. to 5:30 p.m. The position will involve staffing Forum-hosted events an average of 2-3 evenings per month. Occasional weekend (1-2 days/month) hours will also be expected for events, conferences, and workshops, as well as occasional overnight travel.

Benefits include medical and dental, nine paid holidays per year, nine earned paid time off hours each pay period (27 days annually), and a 403(b) retirement plan (after 6 months). The position is based at the Alaska Humanities Forum offices in Anchorage. The hourly range for this position is \$20.43 per hour to \$22.60 per hour depending on experience.

The Alaska Humanities Forum is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

This position performs contract work on projects with partners who may require COVID-19 vaccination for contract workers. Additionally, this position will support programs at the Forum that require proof of vaccination. As a result, proof of COVID-19 vaccination is required for this position.

How to Apply

To be considered for this position, send a cover letter and resume to Taylor Strelevitz, tstrelevitz@akhf.org. Applications will close on September 10th, 2021.