



Position Title: Program Coordinator, Bristol Bay Sustainable Communities

Reporting to: Program Manager, Bristol Bay Sustainable Communities

Hours: Full-time | **FLSA Status:** Exempt

Salary: \$50,000-\$60,000

Location: Alaska (Residents of the Bristol Bay watershed strongly encouraged to apply)

Position Summary

Alaska Venture Fund believes that by pursuing bold ideas, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. We are currently seeking a driven, detail-oriented individual to serve as a Program Coordinator for our Bristol Bay Sustainable Communities ventures. AVF's work in this region includes supporting community-led regional investments and partnerships, and planning to ensure the future of the Bristol Bay Watershed and communities is grounded in the priorities, values and talents of the region's residents.

The Project Coordinator will partner closely with the Bristol Bay Program Manager to advance community-driven projects and priorities. The person in this role will serve as a regular point of contact for residents of the Bristol Bay Watershed; will work with the Bristol Bay Program Manager to implement key projects and investments, with a particular focus on the Iliamna Sustainable Communities Initiative; and will contribute to the development of formal and informal regional collaborations, working groups, forums, and planning processes.

Responsibilities

- Support the implementation of the Bristol Bay Sustainable Communities Program and the Iliamna Sustainable Communities Initiative, in collaboration with the Program Manager and other key AVF staff;
- Support development of projects and relationships that benefit the communities and people of Bristol Bay;
- Serve as a point person for regional residents as they develop Bristol Bay and Iliamna region projects;
- Coordinate in-person gatherings and phone/online meetings of key stakeholders, including AVF program staff, regional residents, partners, contractors, and others supporting the Bristol Bay program. Maintain meeting invites, meeting notes, and action plans resulting from program work, and work with project partners to ensure they can successfully implement work streams assigned to them or their organizations;
- Assist in-region partners in interfacing with AVF systems, including our subgranting portal, contracting requirements, honoraria requests, and other processes that support the execution of regional projects and initiatives;

- Working with AVF Operations staff, maintain appropriate records and support relationship stewardship for donors, funders and funding prospects to support the Bristol Bay region work;
- Ensure community-identified initiatives in the Bristol Bay region are linked to AVF's strategic and financial resources.

Requirements

- Three or more years experience supporting the implementation of programs and projects in Alaska, with at least two of those including projects in rural or remote areas;
- Experience working with Alaska Native people, organizations, and communities;
- Strong project management skills. Experience managing contractors is a plus;
- Familiar with the nuances of travel and hosting meetings in rural Alaska;
- Strong alignment with Alaska Venture Fund's values and a commitment to building a more sustainable future for all Alaskans;
- Familiarity with the Bristol Bay region, its driving industries, and its people and cultures;
- A nuanced understanding of Alaska – its peoples, issues, and values.
- A bachelor's degree or comparable experience;
- Strong background working in Excel/Google Sheets, Word/Google Docs; experience with or willingness to learn team collaboration tools such as Slack.
- Able to work from home.

Attributes

- Curious, disciplined, and results-oriented;
- Confident self-starter who can advance projects independently, with the discipline to reach out proactively to teammates to brainstorm or troubleshoot in partnership;
- Comfortable working independently and with a team;
- Motivated, flexible, and organized, with strong attention to detail;
- Commitment to the principles of diversity, equity, and inclusion, and an awareness of these issues within the Alaskan context.

About Alaska Venture Fund

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. Together with our partners, we pursue bold ideas, building new models of collaboration and collective action to create lasting change. We believe that by embracing Indigenous principles, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. For more information, please visit alaskaventure.org.

Benefits

Alaska Venture Fund offers an exceptional and comprehensive benefits package that includes employer-paid health, dental, and vision insurance, 3% automatic contribution and a 3% match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

How to Apply

To begin the application process, please send your resume, an example of your writing, and a cover letter along with the names of two references to info@alaskaventure.org using the subject line: "Name of Applicant - Bristol Bay Project Coordinator." The first round of applications will be reviewed on a rolling basis. Applications will be accepted until the position is filled.

Hiring Statement

Alaska Venture Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at hr@newventurefund.org.

Effective: 08/18/22