



**Position Title:** Program Coordinator  
**Reporting to:** Program and Operations Manager  
**Hours:** Full-time | **FLSA Status:** Exempt  
**Salary:** \$50,000-\$55,000  
**Location:** Alaska

### **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 motivated, detail-oriented individual to serve as a Program Coordinator to increase AVF's impact in building a more sustainable future for Alaska. The Program Coordinator will generally support the programs and projects of the AVF team and our project partners. The Program Coordinator will also help AVF advance its organizational development in order to maximize its impact and reach.

### **Responsibilities**

Support AVF's Programmatic and Project Goals

- Coordinate in-person gatherings and phone/online meetings of key stakeholders for AVF programs, including AVF program staff, partners, contractors, and others supporting our work. Maintain meeting invites, meeting notes, and action plans resulting from program work;
- Develop and maintain strong insight into an assigned portfolio of AVF projects, and support project work streams as identified by the team;
- Support program and project managers with contracting and subgranting to support specific project needs;
- Organize conversations and convenings related to AVF's programmatic and project goals;
- Maintain an awareness of contemporary issues and initiatives in Alaska, with an eye toward identifying projects and partners that are a match for AVF's strategic and financial resources.

Maintain Supportive Relationships with Key AVF Project Partners

- Work with project partners to ensure they can successfully implement project work streams led by them or their organizations;
- Connect grantees with program managers and other AVF staff as needed;
- Serve as a point of contact for AVF's subgrantees regarding reporting and deadlines requirements, to support their success;

- Assist on-the-ground 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 team, assist with maintenance of appropriate records and support relationship stewardship for donors, funders and funding prospects related to the assigned portfolio of projects;

#### Contribute to Organizational Effectiveness

- Participate in organizing team retreats, planning sessions, and other events as requested;
- Participate in design and implementation of internal systems and processes;
- Assist with day-to-day administrative support, team logistics and internal communications;
- Other duties as assigned.

#### Requirements

- Bachelor's degree required or equivalent work experience;
- Experience working in tribal, social justice, arts and culture, philanthropy, conservation and/or education entities in Alaska;
- Demonstrated experience with a range of software programs, such as Microsoft Word and Excel and Google equivalents; project coordination tools such as Trello, Basecamp, or Asana; and donor management tools;
- Excellent time-management and project planning skills;
- Ability to manage multiple, often-conflicting deadlines; establish and negotiate timelines; and ensure timely delivery of high-quality work;
- Comfort in supporting a fast-paced team, including developing shared plans and coordinating external and internal communications;
- Ability to establish and maintain collegial and effective working relationships with colleagues, grantees, community leaders and community members of diverse backgrounds and perspectives, and demonstrated experience and ability working with Alaska Native communities and residents of remote rural villages in Alaska;
- Creativity, flexibility, sound judgment, and ability to take initiative and work independently as well as a part of a team;
- Ability to work in a self-directed manner yet in a collaborative style;
- Able to work from home and, at times, in a shared office environment;
- A strong sense of passion, purpose, and humor.

#### 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](http://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](mailto:info@alaskaventure.org) using the subject line: "Name of Applicant - Program 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.

## **COVID-19 Policy**

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](mailto:hr@newventurefund.org).

Effective: 08/18/22