



Position Title: Coordinator - Wildfire Resilience Program

Location: Southcentral Alaska, hybrid

Reports to: Wildfire Resilience Program Director

Status: Full time, Temporary with the possibility of transitioning to a regular employee, Exempt

Salary: \$55,000-65,000

POSITION SUMMARY

Alaska Venture Fund, a project of New Venture Fund, is seeking a Wildfire Program Coordinator. The person will play a crucial role in supporting our wildfire team and our partners, by coordinating program staff and community partners, managing logistics, and by carrying responsibility for team coordination within the wildfire program and with our supporting colleagues at Alaska Venture Fund. This position requires strong organizational skills, attention to detail, and the ability to communicate effectively with diverse stakeholders. The position is full-time and temporary for one year, with the possibility of transitioning to a regular employee role.

The person who will thrive in this role is unflappable in the face of fast-moving work and an ever-expanding set of ideas and opportunities. They are naturally inclined to jump in and be of service wherever possible, are eager to handle tasks and solve problems for teammates, whether the needs are small and administrative or long-term and require thoughtful planning. This person is skilled at maintaining a strong sense of the big picture and understanding that their daily efforts are in service of big goals.

WHO WE ARE

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. We believe 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. Though we are a non-profit, we approach our work with the spirit of a venture fund, driving for major impact and tolerating risk in the service of transformational change.

WHAT YOU'LL DO

The Wildfire Coordinator will play a crucial role in supporting wildfire-related initiatives by coordinating projects, managing logistics, and fostering partnerships. This position requires strong organizational skills, attention to detail, and the ability to communicate effectively with diverse stakeholders.

Responsibilities will include:

- Coordinate with project staff and communities to execute community-level projects
- Communicate with pilot geographies community leads
- Correspond with external partnerships
- Coordinate meetings, gatherings, convenings, and conferences for the wildfire team
- Coordinate logistics including travel for the wildfire team
- Help with editing, formatting, and production of formal planning and guidance documents
- Working with AVF's operations team, coordinate contract creation in support of the wildfire initiative
- Help draft timelines, calendar invites, and general correspondence
- Manage team responsibilities using Asana
- The person in this role is expected to work from Alaska Venture Fund's Anchorage office three days per week.

SKILLS AND QUALIFICATIONS

- Bachelor's degree or equivalent work experience required;
- Strong written and verbal communication skills;
- A minimum of 1-3 years work experience in an analogous role;
- Experience working with Alaska Native people, organizations, and communities;
- Excellent time-management and project planning skills;
- Experience tracking project work in coordination tools such as Trello, Basecamp, or Asana;
- Ability to manage multiple, often-conflicting deadlines; establish and negotiate timelines; and ensure timely delivery of high-quality work;
- Ability to establish and maintain collegial and effective working relationships with colleagues, grantees, community leaders and community members of diverse backgrounds and perspectives.

COMPETENCIES (OR KEYS TO SUCCESS)

To be successful at this job, you will excel in these areas:

- Collaboration and Stakeholder Management – You communicate effectively with internal and external partners and effectively balance a variety of responsibilities and work, advancing program activities toward successful outcomes. You model adaptability and resourcefulness as needs,

opportunities, and priorities evolve. You bring an open curiosity and flexible approach to understanding needs and collaborating on solutions.

- Initiative and Discipline – You have the confidence to advance the work that you’ve been assigned, and the discipline to reach out proactively to teammates when projects are stuck or need input. You have organizational skills with the ability to manage and track multiple tasks developing concurrently.
- Timely and High-Quality Work – You support your team and deliver projects in a disciplined, timely and responsive manner, with accuracy and attention to detail. You show consistent reliability for the responsibilities of the role

BENEFITS

Alaska Venture Fund offers an exceptional and comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 200 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

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 applicants@alaskaventure.org using the subject line: “Name of Applicant – Coordinator - Wildfire Resilience Program” The position is open until filled but we strongly encourage qualified applicants to signal their interest early.

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.

E-VERIFY

NVF participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.