

Alaska Injury Prevention Center

Core Purpose: Prevent injuries, improve safety, and promote wellbeing

Core Values: Innovative, Collaborative, Inclusive and Respectful, Data-Driven, Strength-Based

Job Title: Programs Coordinator

Classification: Non-Exempt

Supervisor: AYDC Director

Status: Full-time (40 hours/week)

Location: 4241 B Street, Suite 100, Anchorage, AK 99503

Salary: Starting at \$45k/year, negotiable DOE

Summary of Position

The Anchorage Youth Development Coalition (AYDC) is a program of the Alaska Injury Prevention Center (AIPC). AYDC's mission is to promote and integrate strength-based strategies through advocacy, resources, networking and training to ensure all Anchorage youth thrive.

AIPC is looking for a Programs Coordinator to help implement, develop and administer a variety of essential programs. The Programs Coordinator will be responsible for planning and organizing programs and activities, including for coordinating the AYDC coalition and program initiatives. Programs Coordinator's duties will vary depending on the needs of employer and programs. Please see website for information about current programs. Additionally, the Programs Coordinator will receive training and mentoring to become a certified Child Passenger Safety Technician, amounting to a third of ones time.

Responsibilities & Duties

- As part of a team work closely with staff, AYDC director, AYDC Leadership Team, and coalition members to set priorities and carry out program goals;
 - Support growth and program implementation, including logistics, timelines, outreach, facilitation, assessment, and evaluation of program outcomes;
 - Organize events and meetings for team members and community partners via webinars, calls, in-person, or other gatherings;
 - Take meeting minutes and maintain supporting documents.
 - Actively engage with and support community members, advocates, and thought leaders;
- Participate in program evaluation;
- Support communications strategies, including media relations, electronic communications, newsletter, social media, and more;
- Support coalition membership fundraising efforts and maintain tracking database;
- Assist with administrative, and general office tasks; and
- Additional responsibilities to be identified as the programs evolve.
- Achieve certification as a Child Passenger Safety Technician (provided on-the-job) to educate caregivers about proper car seat and booster seat use at in-office appointments, health fairs, and presentations. This can be physically demanding and will require some time spent outdoors regardless of weather.

Minimum Qualifications

- Bachelors or Associates degree from an accredited college or university.
- At least two years of related work experience.
- At least one-year experience of training/teaching adult audiences.

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www.aydc.org www.alaskainjurypreventioncenter.org

Knowledge, Skills & Abilities

- Demonstrated ability to take on a project with broad goals and develop specific strategies and methods to achieve measurable outcomes;
- Ability to work well with diverse stakeholders (representing various sectors, interests, and backgrounds), manages challenging dialogues;
- Excellent presentation and facilitation skills, including ability to lead experiential activities;
- Ability to manage multiple projects, work independently or with a team, and perform multiple tasks with occasional interruptions;
- Strong and demonstrated professional written and oral communication abilities;
- Adept with social media and web-based outreach tools;
- Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint on Mac and iPads; and
- Positive attitude of service and enjoys working with others.

Core Competencies

- Strong interpersonal skills, with ability to build trust and maintain relationships with partners across the country;
- Strong critical thinking skills, and self-starter who shows initiative;
- Strong work ethic and ability to work on multiple projects;
- Detail-oriented and extremely well-organized;
- Commitment to building a safe, thriving community and state.

Physical Demands: Ability to lift from floor to waist and carry up to 50 pounds.

Work Environment: This is a full-time position at 40 hours per week with office hours generally 8am until 5pm, Monday through Friday, with exceptions. Personal travel is sometimes required, with mileage reimbursed. A valid driver's license and proof of insurance are required. Must be able to pass a criminal background check. Health, vision and dental plans are available. Generous leave policy offered. Employee will have private office. AIPC is an at-will employer.

Hiring Timeline: Applications will be closed on January 21, 2018, or considered on a rolling basis until filled.

How to Apply: Please send cover letter, resume, and names and contact information for three references to Mandi Seethaler at Mandi.Seethaler@Alaska-IPC.org with "Programs Coordinator" in the subject line. Receipt of your application will be acknowledged with an email reply. Feel free to email questions.

AIPC is committed to workplace diversity and inclusion. AIPC is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by the federal, state, or local law.