



Goldbelt Heritage Foundation

One Sealaska Plaza, Suite 201
Juneau, Alaska 99801

Youth Wellness Project Coordinator

(Full Time Position)

Phone: (907) 790-1424
ghf@goldbelt.com

<http://www.goldbeltheritage.org>

POSITION SUMMARY

Goldbelt Heritage Foundation is seeking a Youth Wellness Project Coordinator for a potential 5 year SAMHSA project. The goal of the project is to strengthen youth ages 12 to 24 through a comprehensive traditional arts approach and identifying and addressing areas of youth wellness needs.

The Youth Wellness Project Coordinator is responsible for managing project data, project reporting and technical oversight of project implementation to meet grant goals as outlined by SAMHSA and Native Connections program guidelines.

The Youth Wellness Project Coordinator is responsible for achieving required project results through effective project planning and management, technical advising, administration and oversight, monitoring and evaluation. This individual will work closely with the project team and project evaluator to identify and measure project benefits.

This individual works closely with partner agencies and collaborates to plan and facilitate an annual Gathering of Native Americans for Southeast Alaska youth. She/he serves at the project representative in collaboration with project team staff and contractors.

Required Minimum Education and Qualifications:

Degree in Health Sciences, Social Work, Management Science for Health, Counseling or Related Field. Extensive experience with implementing youth wellness projects that involve data collection, management and qualitative/quantitative data reporting. Demonstrated projects management experience. Knowledge of health care and social service systems. Experience with project implementation and evaluation. Excellent written and spoken communication skills required.

Requires knowledge of Southeast Alaska cultures; the ability to inspire.

APPLICATIONS BEING ACCEPTED THROUGH TO:

Date: Open Until Filled. Seeking Immediate Hire.

Goldbelt Heritage Foundation

Position Application

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APPLICATION PROCEDURES, SUBMIT:

1. Cover Letter: Include the following information in your cover letter: a) Describe your experience in youth wellness projects; b) Describe your goals; and 3) Explain your interest in this position.
2. Complete Application
3. Resume

Applicant Information

Full Name: _____ *DOB:* _____

Last First M.I.

Address: _____

Mailing Address Apartment/Unit #

City State ZIP Code

Phone: _____ *Email* _____

Are you looking for employment that is:

FULL-TIME

PART-TIME

Date Available: _____

Are you a citizen of the United States? YES NO *If no, are you authorized to work in the U.S.?* YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain:

Have you ever worked for this company? YES NO *If yes, when?* _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Graduation year: _____

College: _____ Address: _____

Field of Study: _____ Relevant Coursework: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other/
Vocational _____ Address: _____

Field of Study: _____ Relevant Coursework: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Certificate: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____