

# Goldbelt Heritage Foundation

One Sealaska Plaza, Suite 201

Juneau, Alaska 99801

Phone: (907) 790-1424

ghf@goldbelt.com



**Educational Pathways Coordinator/  
Instructional Specialist  
(Juneau, Full-Time)**

<http://www.goldbeltheritage.org>

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## POSITION SUMMARY

Goldbelt Heritage Foundation is seeking to hire an Education Projects Specialist who can design, establish and coordinate middle and high school educational pathways for youth and young adults focused on youth leadership, wellness, and advancing knowledge of language and culture.

Position works with project team to implement a culturally responsive education program that advances college and career readiness for Alaska Native and American Indian Students in Juneau and other Southeast Alaska Communities.

Utilizing project leadership, advocacy, and collaboration strategies, this individual promotes youth success, provides preventative services, responds to identified youth needs by implementing a comprehensive youth program that addresses academic, life, career and personal/social development needs and goals. This individual works with a project team to support youth engagement and to develop and provide meaningful youth activities and workshops.

- Works to develop curriculum and teach lessons. Works with educators to connect cultural knowledge and/or heritage language to core content in curriculum.
- Provides lead instruction focusing on middle and high school level coursework inclusive of sponsored courses, summer academies and/or workshops based on traditional values to serve middle school and high school youth in collaboration with educators.
- Position additionally plans and facilitates youth workshops focused on career and college readiness, cultural youth leadership, wellness. This includes planning and facilitating youth workshops in collaboration with project staff and educators focused on youth achievement.
- Works with project team to establish a cohort of teachers working on curriculum development and instruction at Middle and High School Levels.
- Provides instruction, supports youth academic success and achievement and provides life skills coaching to youth ages 12 to 24.
- This position will work with youth to strengthen life skills through the delivery of instruction on a regular basis as supported by a defined life-skills curriculum model.
- This individual works closely with project staff, partner agencies to collaborate and to plan and facilitate an annual Gathering of Native Americans for Southeast Alaska youth.

Work with staff and elders to meet project objectives/goals.

Position may plan and facilitate Career and College Readiness Workshops for Youth, plan/facilitate sponsored courses and summer academies in collaboration with cultural specialists, educators and Elders/Fluent Speakers

**QUALIFICATIONS:** Demonstrated experience in youth educational projects. Ability to provide lead instruction in sponsored courses. Demonstrated experience developing educational teaching lessons

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for youth; experience providing youth instruction/training; prefer experience supporting youth development and knowledge of Southeast Alaska communities, language, culture, people and demonstrated experience working with the community.

Requires a degree in Education or a related field; and/or requires work experience in the fields of education, anthropology, counseling, health science, social work, or related field with teaching at the middle, secondary or college level; knowledge of Southeast Alaska cultures; the ability to inspire.

SALARY: DEPENDING ON EXPERIENCE. \$28.20 TO \$34 per hour, full-time

LOCATION: Juneau, Alaska

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**APPLICATIONS BEING ACCEPTED THROUGH TO:**

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 learning and/or teaching; 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:

company? \_\_\_\_\_

Have you ever worked for this  YES  NO *If yes, when?* \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Responsibilities:

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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:

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From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Responsibilities:

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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: \_\_\_\_\_

# of Tlingit language credits: \_\_\_\_\_  
\_\_\_\_\_

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College: \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ # of Tlingit Language Credits: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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Other/ Vocational \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Hours of language learning: \_\_\_\_\_

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: \_\_\_\_\_