

# Bristol Bay Economic Development Corporation

## Job Description



**POSITION TITLE:** Education, Employment & Training Director

### **POSITION DESCRIPTION:**

The Education, Employment & Training (EET) Director is responsible for the overall management of the EET department including development and implementation of EET programs and all aspects of the Harvey Samuelson Scholarship Trust.

### **QUALIFICATIONS:**

- Bachelor's degree in Education, Business Administration or related field is preferred.
- Three or more years work experience in related field of study; relevant work experience may be substituted for education.
- Familiarity with the Bristol Bay Region, its economy, people, and culture preferred.
- Knowledge of regional school districts and agencies.
- Experience in workforce development and familiarity with training scholarships and programs available to region residents preferred.
- Computer experience required including proficient use of Microsoft Office.
- Strong verbal and written communication and presentation skills.
- Ability to relate to students and a wide cross section of the Bristol Bay population.
- Ability to work independently as well as with a team.
- Must be well organized and able to manage multiple priorities and deadlines.
- Ability to work effectively with administration, coworkers, and committee/board.
- Supervisory experience preferred.
- Available to attend evening and weekend community events and meetings when necessary.
- Must be willing to travel using commercial airlines as well as small air taxis with occasional overnight trips.
- Must have Alaska Driver's License.

### **DUTIES AND RESPONSIBILITIES:**

- Direct all aspects of the Education, Employment and Training Department, Harvey Samuelson Scholarship Trust and Salmon Camp.
- Manage BBEDC's Education programs (College Development Fund, Student Loan Forgiveness Program, Academic Support Program).
- Monitor scholarship recipients for academic progress and advise students regarding financial aid.
- Develop and maintain results-based tracking system and database for program activity.
- Manage the Vocational Training Program focused on improving the skills of Bristol Bay residents.
- Maintain lines of communication with all local school districts, student campus coordinators and universities attended by scholarship recipients.
- Work cooperatively with the University of Alaska Fairbanks, Bristol Bay Campus to enhance the delivery of the ABE/GED program.
- Oversee coordination of CDQ seafood partners with recruitment of Bristol Bay residents for employment under individual partner employment agreements.
- Manage the In-Region Internship Program and work with local entities to maintain a relevant, meaningful internship program that benefits the intern, BBEDC and the partner entity.

- Manage the Seasonal Employment Program, maintain and create relationships with potential employers.
- Represent BBEDC on relevant boards and participate in initiatives germane to the position as directed.
- Provide outreach and advertising to promote EET programs in the Bristol Bay region.
- Travel to all CDQ communities and selected out of region campuses to inform eligible residents of potential BBEDC higher education, employment, and training opportunities.
- Plan and monitor program budgets to ensure maximum benefits to BBEDC.
- Maintain strict confidentiality of all corporate information and operations.
- Submit written reports to the HSST board and Employment/Training & Education Committee quarterly.
- Submit written monthly reports to the CAO.
- Supervise the Education, Employment & Training Coordinator and conduct annual performance evaluations.
- Other duties as assigned.

**REPORTS TO:** Chief Administrative Officer

**SALARY RANGE:** \$60,000-\$65,000; DOE

**DUTY STATION:** Dillingham