

# Bristol Bay Economic Development Corporation

## Job Description



**Position Title:** Education, Employment & Training Coordinator

### **Position Description:**

Under the supervision of the Education, Employment & Training Director, the primary role of the Education, Employment & Training Coordinator will be to assist with the implementation and management of BBEDC's Education, Employment & Training programs. The Coordinator will work closely with residents to assist with applications, forms and other program related information. The Coordinator will also work with communities, CDQ partners and regional entities to identify potential Bristol Bay residents eligible for scholarships, employment, internships, and training.

### **Qualifications:**

- Bachelor's Degree in Business Administration, Education or other appropriate field preferred. Work experience may be substituted for education.
- Knowledge of the seafood industry and familiarity with the Bristol Bay Region, economy, people and culture preferred.
- Proficiency in the use of computers and computer applications required.
- Ability to communicate effectively with village representatives, CDQ partners, regional entities, students and potential applicants.
- Excellent organizational skills.
- Strong writing and communication skills.
- Willingness to travel using commercial airline as well as small air taxi, including overnight trips.
- Ability to be a team player in an organizational setting.
- Alaska Driver's License required.

### **Duties & Responsibilities:**

- Assist Education, Employment & Training Director with coordination and monitoring of department programs, budget preparation and administration.
- Responsible for advertising and identifying applicants for employment & internship positions with BBEDC.
- Provide and assist residents with applications, forms, and other information related to BBEDC vocational & educational programs.
- Interview, assess and inform potential applicants applying for funding of what is expected of the applicant (i.e. proper forms, documentation, identification, CDQ resident).
- Provide information regarding organizations that may be able to help an applicant that is not qualified for BBEDC's assistance.
- Review and evaluate program applications.
- Maintain the files of past, present and potential employers and/or resident applicants.
- Assist with developing and maintaining results based tracking system and data base for program activity.
- Responsible for assisting with the development of BBEDC internship programs and the Seasonal Employment Program.
- Coordinate recruitment of Bristol Bay residents for Bering Sea employment with CDQ partners.
- Provide outreach and advertising to promote BBEDC 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.
- Required to submit written reports as directed by the Education, Employment & Training Director.
- Maintains strict confidentiality of all corporate information and operations.
- Other duties as assigned.

**Reports To:** Education, Employment & Training Director

**Salary Range:** \$24.00-\$26.50 per hour; DOE

**Duty Station:** Dillingham