

POSITION ANNOUNCEMENT: The Bering Straits Foundation (BSF) is recruiting for a full-time **Program Officer** to provide overall administration for all BSF education programs and to support activities intended to achieve its core purpose and mission. The position may be based in Anchorage, AK or Nome, AK and will be open until filled. Qualified individuals should submit a current resume, cover letter, and at least two written letters of reference from previous employers (within the last year) to Tabetta Toloff at toloff@hotmail.com. Attached is the job description which can also be accessed via the BSF webpage: <http://beringstraits.com/foundation/>.

**BERING STRAITS FOUNDATION
PROGRAM OFFICER POSITION DESCRIPTION**

POSITION: Program Officer
REPORTS TO: President
LOCATION: This position may be based in Anchorage, Alaska or Nome, Alaska

OBJECTIVES: Under the direction of the President and Board of Directors, provide overall administration for all of Bering Straits Foundation (BSF) education programs and related duties. Support the Board of Directors and associated committees in planning and carrying out activities intended to achieve its core purpose and mission.

General Function: Administers educational programs and coordinates specific projects, using knowledge of good business practices, policies and organization. Coordinates community outreach, fundraising and other philanthropic activities including planning, organizing, facilitating, and reporting on events.

Major Activities: Typical duties/responsibilities in order of priority and time commitment

Education Programs and Administration (75%)

- Administers the individual scholarship, vocational grant and fellowship program which includes reviewing incoming applications via the MyCache hard copy and online application, facilitating the application process with applicants, tracking incoming documents, determining applicant eligibility, and administering the award and disbursement process for 300+ award recipients annually
- Compiles student and award data used for the Scholarship Committee and full Board review
- Maintains statistical data on scholarship recipients (i.e., village, year in school, degree or certificate program, GPA, completion statistics). Presents data in format to highlight student success.
- Prepares regular and special reports as required and requested (i.e. scholarships/grants, inventory, program activity)
- Prepares, reviews and updates procedure manuals, program applications and promotional materials
- Acts as the main point of contact for MyCache application issues
- Provides requested information in support of preparation of annual budgets and expense tracking
- Coordinates board meetings (agenda, calendar, conference room, equipment, etc.) and distributes materials in a timely manner
- Manages daily office functions, including administering office space, equipment and supplies
- Maintains any inventory of donated items and ensures security of BSF property including preservation of cultural items
- Executes any other prudent authority granted and directed by the Board or President

Outreach/Communication/Development (25%)

- Actively communicates with key stakeholders (recipients, education foundations, MyCache partners, BSF and BSNC team members) as needed to advance programmatic needs
- Acts as BSF ambassador to share program information at regional secondary schools and select meetings
- Supports fundraising efforts intended to obtain and maximize sustainable funding for BSF programs
- Develops and maintains effective relationships with community and partner stakeholders

The mission of the Bering Straits Foundation is to support the educational and vocational goals of Our People, strengthening sustainable communities and enriching Native cultural heritage and traditional values.

- Supports the development and use of media to promote BSF (BSNC newsletter, Facebook, website)

Skills, Knowledge and Abilities:

- Positive communication skills and attitude with beneficiaries and the general public
- Strong analytic, written and verbal communication, and organizational skills
- Proficiency with computer equipment and software: MS Windows Operating System, MS Office (Word, Excel, Access, PowerPoint, Outlook)
- Ability to handle multiple tasks and application deadlines with a high degree of accuracy and organization
- Ability to support organizing fundraising and outreach events
- Ability to work independently with minimal direction or oversight
- Knowledge of postsecondary institutions and student financial aid requirements
- Knowledge of general business formats and management procedures
- Ability to compose business correspondence and create visual presentations
- Proficient with proper grammar, good vocabulary, spelling, proofreading and editing
- Knowledge of proper telephone etiquette
- Use of basic office equipment such as copiers, printers, fax machine, credit card, and postage machine
- Accuracy in data entry and recordkeeping
- Knowledge of Bering Straits region, history and culture
- General knowledge of ANCSA and Alaska Native history
- Ability to travel, as necessary, to fulfill the mission of BSF
- Ability to lift 25 lbs

Minimum Experience Qualifications:

- College degree in the areas of education, business, organizational or nonprofit management, or other appropriate area of study
- Three years of progressively responsible work experience, including experience with planning, organizing, and managing outreach activities and events
- Demonstrated professional experience and skills that support a team-oriented environment
- Any combination of training and experience that provides the required skills, knowledge and abilities

Standards of Employee Conduct: Employee Responsibilities

- Commitment to the mission of BSF
- Respect for all team members and a positive attitude
- Collaborate/cooperate with all team members to meet goals of BSF
- Effective task performance and quality results using continuous improvement process approach
- Ability to maintain a professional office with regular business hours open to the public
- Observance of safety and health rules
- Proper use and maintenance of company equipment and materials
- Ability to maintain responsible attendance standards, including prior notification of absence
- Protection of confidential information

Required Contacts:

- BSF staff, beneficiaries, and board of directors
- Bering Straits Native Corporation staff and board of directors
- University/college or other educational institution staff
- Community stakeholders
- Other Native and civic organizations