



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

Position Title: Project and Event Coordinator
Program: CFL
Reports To: CFL Director
Location: Juneau

Revised Date: July 2026
Minimum Salary: \$28-\$37 /hr
PTO Tier: 1
FLSA Status: Non-Exempt

POSITION SUMMARY

The Project and Event Coordinator blends daily support of events with independent leadership over small projects in areas like family engagement, trauma-informed practices, school climate, data management, youth engagement, and grant administration. This role offers room for professional growth, allowing the Project and Event Coordinator to gain experience in a wide range of AASB's work.

KEY RESPONSIBILITIES

Organize and Monitor Systems: Develop, improve, and monitor systems for organizing documents, data, and workflows to ensure smooth project operations (using tools like Airtable, team calendars, and purchasing forms).

Lead Small Projects: Independently coordinate and track small-scale projects related to grants administration, family engagement, trauma-engaged schools, school climate, or other Conditions for Learning (CFL) initiative areas.

Survey and Data Administration: Administer partner surveys, registrations, track response rates, manage related correspondence, and compile basic response data for team projects.

Event & Meeting Support: Take the lead on logistics for team and partner meetings, including preparing materials, setting up technology, coordinating venues, and managing food deliveries.

Travel Arrangements: Arrange travel and lodging for key partners, consultants, and occasionally new staff for in-person events.

Workflow Facilitation: Use technology to support the team's daily workflow and monitor project and grant deliverables helping the team hit major meeting and project deadlines.

This role is designed to give the Project and Event Coordinator an opportunity to gain exposure to a wide range of work at AASB, offering room for projects of interest and professional growth.

POSITION QUALIFICATIONS

Education:

- High school diploma or equivalent required.
- A bachelor's degree or professional certificate in a related field (such as business administration, communications, or education) is preferred.

Experience:

- 1-2 years of non-profit or other professional experience.

Knowledge, Skills, and Abilities:

- Exceptional organizational skills and keen attention to detail.
- Experience in Google Workspace (Drive, Sheets, Slides, Gmail)
- Excellent written and verbal communication abilities, and the capacity to manage multiple tasks and prioritize effectively are essential for collaborating and engaging with partners, management, and staff.
- Experience with Airtable or project management systems preferred, but not required

Working Conditions: Work to be conducted primarily in the Juneau office; occasional weekend and overnight travel required. We are a fast-paced collaborative team.

Physical Demands: Some lifting required (up to 40 lbs.) Long hours on computer/keyboard.

Salary/Benefits: This is a full-time, non-exempt, hourly position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm; weekend work may occasionally be required. A generous leave and benefit package is included for full-time employees.

To Apply: Email a cover letter and resume before **July 29th, 2026**, to Carissa Ottoson at hr@asb.org. Applicants are required to complete a brief aptitude test to assess their knowledge of Google Workspace, accounting report creation, and general computer proficiency.

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on experience, qualifications and job requirements.