



## **ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION**

**Position Title:** AK THRIVE Project Coordinator

**Revised Date:** 11/10/2025

**Program:** Conditions for Learning (CFL) team

**Minimum Salary:** \$55,000 - \$70,000

**Reports To:** CFL Deputy Director

**FTE:** Full-Time

**Location:** Anchorage highly preferred, other locations within AK considered

**FLSA Status:** Exempt, Admin

### **BACKGROUND**

The Alaska THRIVE program engages parents/ families in subsistence activities, cultural skill-building, and parenting and healthy relationships education over 3-6 weeks of evening and weekend workshops. It is currently being implemented by two school sites in the Anchorage School District with support from AASB. It is funded through a grant from the Administration for Children and Families, Office of Family Assistance, Healthy Marriage & Responsible Fatherhood program.

The AK THRIVE Project Coordinator role oversees the day-to-day operations of the grant project. Supports participating districts and schools in implementing the program by providing training, technical assistance, and ongoing support to staff at local program sites.

### **DUTIES AND RESPONSIBILITIES**

- Serve as a liaison between AASB, the funder, and the district to help ensure the program is meeting federal funding requirements, grant program goals, and community needs
- Coordinate curriculum revision process using feedback gathered from previous years of implementation and input from local program staff, AASB team, and external experts
- Train local program staff to implement the program at their school sites, including program curriculum, program structure and requirements, recruitment/enrollment, and documentation
- Develop tools as needed to support local program staff in implementing the program with fidelity and accomplish key program goals (for example, checklists, manuals, etc.)
- Collect stories, examples, and best practices from the program that can be shared with the funder, AASB members, or the general public
- Complete quarterly and annual grant reports for the funder
- Provide ongoing support and coaching to local program coordinators as they implement the program with families on topics including:
  - Problem-solving as needed to overcome implementation barriers

- Recruitment and increasing enrollment in the program
- Adapting program curriculum activities to meet the needs of participants
- Addressing concerns with cohort group dynamics or specific participants
- Partnering with external agencies, school sites, and/or other district departments to plan or carry out program workshops
- Building rapport with participants and encouraging ongoing attendance and participation
- Tracking and documentation according to program requirements
- Operational or logistical needs related to program implementation

### **POSITION QUALIFICATIONS**

- 1-3 years of experience coordinating or facilitating programs within a school or afterschool setting
- Strong training, presenting, and/or facilitation skills
- Experience working with families in Alaska
- Strong communication, organization, and project planning skills
- Ability to build strong professional relationships
- Some grant management experience preferred but not required

**Working Conditions:** Work to be conducted from home office and/or at Anchorage School District sites. Regular evening, weekend and overnight travel required.

**Physical Demands:** Some lifting required (up to 40 lbs.). Long hours on computer/keyboard. Prolonged periods of standing and/or walking.

**Salary/Benefits:** This is a full-time, exempt, remote, salaried position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm; some evening and weekend work is required. A generous leave and benefit package is included. Funding for this position is provided by Administration for Children and Families, Office of Family Assistance, Healthy Marriage & Responsible Fatherhood program and is and is dependent upon continued federal funding. This is a full-time, exempt, remote position.

*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 qualifications and job requirements. Hiring is contingent upon completion of a successful background check. All employees are subject to the AASB policies and terms and conditions of employment.*