



## Hiring Announcement: Program Coordinator

Open from 6 December 2024 until filled

### Summary

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Tidelines Institute is an educational nonprofit preparing a diverse generation of students for lives of citizenship, stewardship, and leadership in the communities and wildlands of S'ix Tlein (Icy Strait) and Sit Eeti Geeyi (Glacier Bay). We seek an energetic individual to serve as Program Coordinator for our educational courses.

The Program Coordinator will be based in Gustavus, Alaska at our Good River Campus, but will likely spend time during summer months at our Inian Islands Campus, a remote homestead about 25 miles west of Gustavus. The Program Coordinator's core responsibilities will include recruitment and partnership-building for our Glacier Bay Semester program, as well as organizing program logistics for our 6-10 short courses each year. That said, everyone wears many hats at Tidelines, and outside of those responsibilities, there are several areas where the Program Coordinator could contribute and grow. These include assisting with or independently running short courses, leading orientation activities for the semester program, designing and running community workshops and special events, guiding outdoor expeditions, carpentry and maintenance work, or development work. For the right candidate, we look forward to tailoring this role to be fulfilling and exciting! Regardless, excellent problem-solving, organization, and communication skills are vital to this position. While professional experience is desirable, we hope the Program Coordinator will use the position to learn and grow.

This is a year-round, full-time position, beginning in late winter or spring 2025 (exact date flexible). The position is open until filled.

### Responsibilities

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- Live in Gustavus during the duration of employment, except while traveling to the Inian Islands Campus for work purposes, taking personal time off (PTO) or working remotely as approved by supervisor
- Coordinate logistics, travel, and documentation for Tidelines Institute short courses, semester program, workshops, and special events.



- Spearhead communication with colleges, schools, and nonprofit organizations regarding study away partnerships, accreditation, short course planning, logistics, and travel
- Collaborate with colleagues on course planning, including itineraries, programming, etc.
- Respond to any logistical challenges (e.g. canceled flights, etc.)
- Assist with other campus responsibilities as needed
- Assist executive directors with administrative work of the organization
- If appropriate, lead and/or assist with running short courses, orientation sessions, community workshops, and events
- If appropriate, teach content relevant to Tidelines course and personal expertise (this could include academic subject matter like ecology or nature writing, or hands-on skills like paddling or basic carpentry)
- If appropriate, assist with development and fundraising work
- Attend all required staff meetings, retreats, and trainings, and other meetings as needed.
- Abide by the terms of the Tidelines Institute Personnel Policy, including but not limited to (a) passing a criminal background check; (b) furnishing proof of health insurance within first 60 days of employment; (c) agreeing to the Statement of Professional Ethics; and (d) participating in the organization's evaluation process.

### **Desired Qualifications**

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- Bachelor's degree or equivalent experience
- Experience with program administration or logistics
- Experience working with high-school or college-age students in a teaching and/or mentorship capacity
- Basic familiarity with MS Office Suite, Google Workspace, and Zoom. Familiarity with social media platforms, HTML, and/or other coding experience a plus.
- Personal characteristics: excellent problem-solver, strong communication skills, professional self-presentation, highly organized, motivated, self-directed, positive & has a good sense of humor, levelheaded, hard worker, empathetic & understanding with young people

### **Compensation**

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- Cash salary from \$36,000-\$50,000/year, depending on experience



- On-site housing may be available
- Up to 18 meals on campus each week during the program season
- Employer-provided health benefits
- Employer-provided retirement plan contributions
- Eight weeks paid time off (up to two consecutive weeks can be taken during the program season, April through October)

## Application Instructions

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Please send the following materials in a single PDF to Co-Executive Director Laura Marcus at [laura@tidelinesinstitute.org](mailto:laura@tidelinesinstitute.org).

- Cover letter including:
  - Your reasons for seeking the position
  - Your relevant background, skills, and experience
  - Your interest in the mission of Tidelines Institute
  - Any experience living in remote or rural communities
- Resumé
- Contact info (name, email address, & phone number) for two references