

**JOB VACANCY ANNOUNCEMENT**

<b>Job Title: Instructional Program Manager &amp; Program Coordinator</b>	<b>Department: ICAS Tribal Education Department</b>
<b>Reports to: Education Director</b>	<b>Location: Utqiagvik</b>
<b>Status: Regular, Full-time</b>	<b>Classification: Non-exempt, hourly</b>
<b>Pay Range: \$38.00-\$44.62 per hour, DOE</b>	<b>Supervises: N/A</b>
<b>Posting Date: 2/23/2026</b>	<b>Closing Date: Until Filled</b>

**THIS IS A GRANT FUNDED POSITION. THE POSITION IS CONTINGENT UPON RECEIPT OF GRANT FUNDS AND IS NOT GUARANTEED BEYOND THE LIFE OF THE GRANT.**

**Job Summary**

This full-time position combines responsibilities of the Instructional Program Manager and the Program Coordinator to support the development, coordination, and implementation of all ICAS Tribal Education Department (TED) initiatives and grant-funded projects. The employee will manage instructional programming, coordinate grant requirements, collaborate with tribal, regional, and state partners, develop educational materials, and help advance TED’s goals related to Inupiaq values, youth development, academic growth, and community partnerships.

This role requires strong organizational skills, the ability to meet timelines, experience managing youth or education programs, and the flexibility to travel and work evenings or weekends when needed. Native preference applies in accordance with ICAS policy.

**Duties and Responsibilities**

Instructional Program Management (Approx. .5 FTE)

- **Oversee planning, design, and delivery of instructional and after-school programming for grades PK–12.**
- **Support TED goals, including:**
  - **Goal 1: Improving core academic and life skills.**
  - **Goal 2: Strengthening youth knowledge of Inupiaq cultural values.**
  - **Goal 3: Building partnerships with regional organizations to support long-term program sustainability.**

- Provide guidance to staff, tutors, and instructors on program expectations, schedules, and materials.
- Ensure alignment of instructional activities with cultural values, educational standards, and grant deliverables.
- Assist with hiring, training, and supervision of program personnel as assigned.
- Oversee youth engagement, attendance tracking, and program evaluation activities.
- Coordinate and monitor partnerships with schools, regional entities, and community organizations.
- Support planning of community events, cultural activities, and program presentations.

#### Program Coordination & Grant Management (Approx. .5 FTE)

- Manage the development, coordination, and implementation of all TED project components.
- Coordinate grant activities, maintain compliance with grant requirements, and support preparation of required reporting.
- Work with the ICAS Education Director to develop project timelines, monitor progress, and maintain records.
- Develop educational materials, outreach documents, training content, and communication materials.
- Serve as a point of contact between ICAS, schools, partners, agencies, and the community.
- Assist with budget monitoring and compliance with grant spending guidelines.
- Organize and facilitate trainings, workshops, stakeholder meetings, and related events.
- Ensure all project documentation, reports, and data are accurate and audit-ready.

#### Qualifications, Knowledge, and Skills

- Bachelor's degree in Education, Public Administration, Social Science, or related field; equivalent experience may be considered.

- Preferred: Minimum five (5) years of experience managing youth, education, or community programs.
- Demonstrated organizational skills and strong ability to meet deadlines.
- Experience managing educational programs, curriculum, or youth services.
- Strong written and verbal communication skills.
- Ability to work collaboratively with tribal communities, schools, youth, and partner organizations.
- Proficiency in Microsoft Office and standard administrative software.

### **Additional Requirements**

- Must be able and willing to travel within the region and occasionally statewide.
- Must be able to work evenings and some weekends as needed to support programs and events.
- Must possess a valid driver's license.
- Native preference applies per ICAS policies.
- Employment is contingent on continued grant funding

### **The Iñupiat Community of the Arctic Slope is an Alcohol and Drug Free Workplace**

This job posting reflects the Iñupiat Community of the Arctic Slope's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Iñupiat Community of the Arctic Slope is an at-will employer.

### **How to Apply:**

If you are interested in applying for this position, please contact the Human Resources Department at (907) 852-4227 ext 144 or by email at [debbie.benson@icas-nsn.gov](mailto:debbie.benson@icas-nsn.gov). You can download an employment application from the ICAS website at [Human Resources - ICAS \(icas-nsn.gov\)](#).