

**State of Alaska**  
**RECRUITMENT NOTICE**



**Office of Education Advocacy – Alaska Department of Education & Early Development**

The Department of Education & Early Development is seeking an experienced, committed and experience project coordinator to establish and manage our Office of Education Advocacy to empower educational stakeholders in Alaska. The Project Coordinator will be streamlining inquiries, providing comprehensive educational resources, and ensuring stakeholders receive accurate information and guidance. Key responsibilities include administrative duties, consulting, and guidance services, developing resource materials, analyzing educational policies, conducting workshops, and investigating complaints related to educational practices and policies.

The incumbent will coordinate efforts related to the Office of Education Advocacy by working with key stakeholders to determine their perspectives and desires for the education system. They will provide expert advice to the Commissioner's Office on education issues related to Alaska especially those issues unique to rural communities in Alaska and assist with public communication regarding education in Alaska.

This is a fully exempt position at a Range 24. The appointment is subject to the Governor's approval. The incumbent is a member of the Commissioner's leadership team. Starting salary may vary depending on the location and experience of the selected candidate but will be no less than \$4131.00, biweekly (\$107,406 annually).

**MINIMUM QUALIFICATIONS:**

Qualifications for this position will include knowledge of education systems, government processes, and cultural protocol (both political and corporate), experience working and living in Alaska, liaising experience with local and governmental stakeholders at a policy level, and experience in the field of education or administration.

Some travel may be expected with the position.

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- A bachelor's degree in education, public administration, political science or a closely related field is required. A Master's degree is preferred.
  - 3 years of experience in the field of education or government relations.

**DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE:**

- Exhibits effective interpersonal skills, particularly the ability to communicate effectively with staff, the State Board of Education, school districts, and tribal organizations statewide

- Extensive experience liaising with key stakeholders at a policy level
- Understanding of the unique challenges of providing an excellent education for every student in rural schools and schools with highly diverse populations
- Experience implementing creative solutions to challenges faced by rural communities in Alaska
- Ability to travel to remote/rural locations across Alaska
- Experience planning conferences and presenting to multicultural audiences
- Excellent technical writing skills
- Adept oral communication abilities to engage with diverse stakeholders
- Strong analytical skills to interpret complex regulations and guidelines
- Must demonstrate flexibility and creativity in program planning and execution

#### HOW TO APPLY:

Applicants shall submit a cover letter describing their qualifications and experience, a current, complete resume/CV, and written answers of not more than two pages per question for each of the following:

1. What are your core values about teaching and learning in a culturally diverse environment?
2. Describe the three biggest challenges faced by rural schools and districts in Alaska and outline at least one solution for each challenge.

Materials must be delivered to the address below not later than 4:30 p.m. Alaska time, February 10th 2025.

Office of Human Resources  
 Office of Education Advocacy Recruitment  
 Department of Education & Early Development  
 P.O. Box 110500  
 Juneau, AK 99811-0500

Alternatively, materials may be e-mailed to: [eed.recruitment@alaska.gov](mailto:eed.recruitment@alaska.gov)

For more information about the position, contact Jeanna Wittwer, Human Resources Business Partner, at 907-465-5536.

Candidates who will be interviewed will be notified as soon as possible after recruitment closes.

#### EEO STATEMENT

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or (907) 465-4095 in Juneau or TTY: Alaska Relay 711 or 1-800-770-8973 or correspond with the Division of Personnel & Labor Relations at: P.O. Box 110201, Juneau, AK 99811-0201. The State of Alaska is an equal opportunity employer.