



CONTRACT POSITION: 14 Community Liaison Positions throughout Southeast Alaska

INFORMATION

Department:	Education Language, Literacy, & Professional Development
Location of Work:	Angoon, Craig/Klawock, Haines/Klukwan, Hoonah, Hydaburg, Juneau, Kake, Kasaan, Ketchikan/Saxman, Metlakatla, Petersburg, Sitka, Wrangell, Yakutat
Application Deadline:	Applications will be accepted and processed on a rolling basis until August 31, 2025

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute is seeking individuals to work collaboratively with SHI staff to act as a liaison between Baby Raven Reads and their local community. Raven Reads is designed to improve kindergarten readiness and early literacy skills in Alaska Native children age birth to 5 years old. As a trained representative of Baby Raven Reads, the Community Liaison will host local family literacy events where they lead family literacy activities thematically designed around culturally relevant books.

SCOPE OF WORK

- ☐ Attend a 2-day Community Liaison training in Juneau (travel provided).
- ☐ Lead, coordinate and help recruit children, parents and elders to attend local Family Literacy Events:
 - Submit event dates to SHI staff within a timely manner
 - Host 9 Family Literacy Events through the school year - September to May each year
 - Identify Parent Helpers to assist with family literary activities
 - Identify Elders to assist with family literary activities
 - Event plans will be followed as provided by SHI staff. Any changes to event plans will reflect the place and community.
- ☐ Collect data (event sign-in sheets, surveys, etc)
- ☐ Commit up to 25-30 hours over a span of ten (10) months a year.
- ☐ Submit monthly invoices for family event preparation, team meetings, training and event hosting.
- ☐ Properly care for program equipment/inventory and return in a timely manner upon request.
- ☐ Communicate and respond to SHI staff in a timely manner.

REQUIRED SKILLS

Strong leadership and group management
Excellent communication skills

Ability to work well on own initiative and within a team
Strong time management

PROJECT/CONTRACTOR TIMELINE

The selected community liaison must be available to host nine events throughout the school year, having all completed by June 30, 2026.

NECESSARY KNOWLEDGE & EXPERIENCE

Knowledge of Alaska Native culture
A strong understanding of Indigenous culture, perspective, and education
A background in early childhood education

To Apply: Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: outline of your experience as it relates to this work, a short statement describing your interest in this role, let us know when you are available for this work, three references from others who have worked with you on projects like this.

If you have any questions regarding this contract position, please contact Molly Briggs, Program Manager, molly.briggs@sealaskaheritage.com

