



CONTRACT POSITION: 2025 HLI Indigenous College and Career Summit contractor

INFORMATION

Department:	Education STEAM & Post Secondary
Location of Work:	Juneau, AK
Application Deadline:	Applications will be accepted ad processes on a rolling basis until July 7th

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute (SHI) is seeking a individual to assist with the 2025 Haa Latseení Initiative (HLI) Indigenous College and Career Summit September 11th-15th. This role will involve supporting HLI staff with the coordination and implementation of this year's Indigenous College and Career Summit. Key responsibilities include attending weekly planning meetings, coordinating an in-person career tabling fair, preparing and placing students for excursions, and developing a summit resource guide. This contractor position is ideal for individuals who are organized, detail-oriented, and passionate about supporting Indigenous education and career pathways.

SCOPE OF WORK

Prior to Summit

1. Plan speakers and guests for the summit
2. Organize student excursions
3. Manage digital event agenda and schedule
4. Complete SHI van driving certification

During Summit

4. Participate in all days of the summit

After Summit

5. Provide feedback by creating a resource guide for future summits

REQUIRED SKILLS

- Excellent networking skills
- Ability to work well on own initiative and within a team
- Detail oriented

PROJECT/CONTRACTOR TIMELINE

Contractor's services shall commence on July 14th, contractor's services shall end on September 19th, 2025.

NECESSARY KNOWLEDGE & EXPERIENCE

- Knowledge in coordinating large scale projects
- Knowledge of college and career avenues in Southeast Alaska
- Experience in working with high school students

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: a short statement describing your interest in this role.

If you have any questions regarding this contract position, please contact Ali Arehart - College and Career Specialist ali.arehart@sealaska.com

