



**CONTRACT POSITION: Apprentice Support Specialist**

**INFORMATION**

Department:	Education Language, Literacy, & Professional Development
Location of Work:	Southeast, Alaska
Application Deadline:	Applications will be accepted and processed on a rolling basis until September 30, 2026.

**OVERVIEW OF TASK/WORK**

Sealaska Heritage Institute (SHI) is seeking an individual to serve as an Apprentice Support Specialist. The Support Specialist will work with the Voices on the Land team to build a successful Teaching Artist Apprenticeship program. This Apprenticeship program prepares three apprentices to teach elementary aged students, alongside an experienced teaching artist. Starting in the Fall of 2026, both apprentice and mentor teaching artist will co-teach several three-week Artist in Residencies in 4th and 5th grade classrooms across Juneau, Ketchikan, Craig, Klawock, and Yakutat. The Support Specialist will be the main point of contact for the apprentices, while supporting their journey in becoming teaching artists in Southeast, Alaska.

**SCOPE OF WORK**

1. Act as the main point of contact and support for three apprentices enrolled in the Voices on the Land Apprenticeship program.
2. Coordinate and facilitate a kickoff meeting, providing an overview of expectations and process for apprentices and mentor teaching artists.
3. Co-create reflection journal templates with SHI Staff, apprentices, and mentor teaching artists.
4. Support the apprentices:
  - a. Provide lesson plan templates if needed
  - b. Review and provide feedback on lesson plans
  - c. Meet one-on-one to facilitate reflections and review journals
  - d. Provide overall support
  - e. Maintain communication
  - f. Address concerns and questions
5. Coordinate and facilitate meetings during the Artist in Residencies with apprentices and teaching artists.

6. Coordinate and facilitate quarterly meetings with all apprentices and/or teaching artists.
7. Meet with SHI staff and teaching artists as needed to improve apprenticeship projects and processes.
8. Track apprentice and mentor teaching artist communication checkpoints on designated tracking sheet.
9. Maintain regular communication with SHI staff to ensure grant goals and initiatives are embedded in work.

### **REQUIRED SKILLS**

- Excellent verbal, written, and interpersonal communication skills.
- Ability to work well on own initiative and within a team.
- A strong background in supporting youth and/or adults.
- Interpersonal, problem solving, communication and organizational skills required to effectively support the team of apprentices.

### **PROJECT/CONTRACTOR TIMELINE**

The selected Apprentice Support Specialist is expected to commit to the Project until May of 2027. This contract should begin August 1, 2026 and be completed no later than June 1, 2027.

### **NECESSARY KNOWLEDGE & EXPERIENCE**

- Knowledge of Alaska Native culture and education.
- Bachelor's degree preferred.
- Knowledge of classroom management strategies and best teaching practices.

**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: three references from others who have worked with you on projects like this, outline of your experience as it relates to this work, a short statement describing your interest in this role.

If you have any questions regarding this contract position, please contact Danielle Hass, Voices on the Land Program Manager - [danielle.hass@sealaskaheritage.com](mailto:danielle.hass@sealaskaheritage.com)

