



CONTRACT POSITION: CTE - CoP Facilitator

INFORMATION

Department:	Education STEAM & Post Secondary
Location of Work:	Juneau, AK
Application Deadline:	The deadline is August 31st, 2026. Applications will be accepted and processed on a rolling basis.

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute is seeking individuals to serve as the facilitators for our Career and Technical Education (CTE) Communities of Practice. These positions will support the educators, coordinators, and career guides that are part of a CTE Consortium consisting of school districts in Southeast Alaska. They will facilitate regular meetings, identify professional development opportunities, and maintain records of meetings and training events.

SCOPE OF WORK

1. Facilitate regular meetings of a Community of Practice, including facilities usage and travel when required.
2. Identify and plan professional development opportunities in-line with the subject matter of each CoP.
3. Track attendance, training hours, and minutes.
4. Attend planning meetings with SHI staff.
5. Successfully pass a background check.

REQUIRED SKILLS

- Highly effective verbal, written, and interpersonal communication skills.
- Strong organizational skills and independent judgement.
- Propose spending in accordance with internal policies and procedures.
- Administrative background working with multiple organizations

PROJECT/CONTRACTOR TIMELINE

This position is funded by a three-year award. Selected candidates will be considered for the 2026-2027 grant year. Contracts will be reviewed and eligible for renewal each summer. This position will begin Summer 2026 and be completed no later than June 2027.

NECESSARY KNOWLEDGE & EXPERIENCE

- Experience working in CTE with secondary students

- Experience collaborating with Alaskan school districts
- Knowledge of SHI programs preferred but not required
- Knowledge of Alaska Native culture and 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.

If you have any questions regarding this contract position, please contact Adam Hasse-Zamudio - careertech@sealaskaheritage.com

