



P.O. Box 1236 ~ Skagway, Alaska 99840 ~ Phone: 907-983-3414 ~ www.skagwaydevelopment.org

Position Description

Position Title: Community Coordinator

Program: SSP Catalyst Program

Reports to: Executive Director, SDC

Location: Skagway, Alaska

Salary: \$52,000 annually

Application Deadline: December 31, 2024, or until the position is filled

Job Scope:

The Community Coordinator, is the facilitator of the Catalyst Program. This is a hybrid position, with office hours split between the Skagway Development Small Business Resource Center and remote work. This role will lead the development and management of community planning initiatives aimed at supporting the local economy in Skagway. The position involves collaborating with a diverse range of local and regional partners to address community needs, designing innovative processes, and driving active community engagement. The ideal candidate will be a proactive team player who values continuous learning and thrives in a dynamic, evolving work environment.

About SDC & SDC-CDS:

Skagway Development Corporation (SDC) is a nonprofit organization dedicated to enhancing the quality of life and promoting economic growth in Skagway, Alaska. Operating as a 501(c)(6) with its subsidiary, SDC-Community Development Services (SDC-CDS), a 501(c)(3), SDC focuses on local business support and community development through initiatives like the Small Business Resource Center (SBRC) and the Made in Skagway program. Key areas of impact include economic diversification, housing, labor force growth, tourism, transportation, childcare, and regional partnerships. SDC-CDS provides fiscal sponsorship to community groups and hosts the Community Catalyst Program, fostering cultural, ecological, and economic resilience through collaboration.



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SDC Mission:

“To serve the community of Skagway as an advisory, administrative, and technical resource, supporting business enterprise and community well-being by connecting people, ideas, and resources.”

SDC-CDS Mission:

“To implement processes that encourage community development, enhance services, and improve the quality of life in Skagway, Alaska.”

About SSP:

The Sustainable Southeast Partnership (SSP) is a network of organizations, tribal governments, and individuals working to achieve a culturally, ecologically, and economically thriving Southeast Alaska. Coordinated by Indigenous-led Spruce Root, SSP includes catalysts who connect resources and ideas across the region, collaborating on projects related to food sovereignty, land management, local business, and other community priorities. Catalysts meet regularly to build relationships, share resources, and drive impactful initiatives.

Compensation:

Starting annual salary: 52,000.00 Benefits: Comprehensive package including 401(k), HSA, Vacation, Paid Holidays and Sick Leave.

Required Knowledge, Skills, and Abilities:

The ideal candidate will bring experience in executing both current and future program goals, drawing from previous program years or strategic plans. A strong understanding of Skagway and tribal structures, including familiarity with local community dynamics, tribal organizations, and governance, is essential. The role requires project management and leadership skills to drive successful program outcomes, as well as a proven ability to collaborate effectively with a wide range of stakeholders, including community partners, members, and external agencies.



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Strong written and verbal communication skills are crucial, with a demonstrated ability in public speaking and presenting to diverse audiences. The candidate should also possess excellent attention to detail, with strong organizational skills to manage multiple tasks and deadlines effectively.

Required Education and Experience:

An Associate's degree in Communications, Marketing, or a related field (or equivalent experience) is required. The successful candidate will also have solid communication skills, with the ability to engage diverse audiences and a background in community development, outreach, or volunteer coordination. Proficiency with key computer software, including Microsoft Office Suite and social media platforms, is essential, with knowledge of design tools such as Canva or Adobe Suite being a plus. Experience in planning, designing, and executing community initiatives or marketing campaigns is highly desirable.

Primary Responsibilities:

1. Economic Development and Planning

- Assist in the implementation of the SDC 5-year economic action plan, focusing on areas like economic diversification, housing, labor force growth, tourism, transportation, childcare, and regional partnerships.
- Conduct research and analysis to support planning efforts.
- Stay informed on trends in strategic planning, economic development, and related fields.

2. Community Engagement and Communication

- Organize community meetings to establish local priorities.
- Represent the organization in communications with residents, leaders, and stakeholders.
- Plan the facilitation of workshops, focus groups, and planning meetings.



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- Plan and host business and marketing workshops for creators and vendors in the Made in Skagway program.
- Organize job fairs to connect local industries with youth.
- Participate in current SDC events, including Welcome to Skagway: Workforce Orientation Training, MiS programs, fundraisers, and other community activities.

4. Program Management and Support

- Expand the SBRC's offerings and assist with staffing Monday through Friday office hours.
- Maintain the Made in Skagway program's membership and online presence.
- Manage schedules and budgets for planning Catalyst projects.

5. Funding and Resources

- Assist in grantwriting, identifying funding sources for future Catalyst projects or open to learn how.
- Prepare reports, proposals, presentations, and other documentation.
- Other duties as assigned.

Additional Requirements:

- Valid driver's license
- Reference checks
- Ability to periodically travel to conferences

Working Conditions:

- Standard workweek of 35-40 hours, with occasional evening and weekend assignments.
- Hybrid schedule with flexibility for remote and in-office work.
- Ability to perform physical tasks, including lifting up to 30 pounds.
- Exposure to various weather conditions during site visits and travel.



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How to Apply:

Submit your resume, cover letter, and references to director@skagwaydevelopment.org.

SDC is an equal opportunity employer, committed to creating an inclusive environment for all employees.