

Open Position

Job Title	Catalyst- Programs Manager
Job Wage	\$24/hour + 6% 401(k) & HSA match* *Individual must be eligible for a HSA
Term	Full-time (40 hrs/week); Monday-Friday w/ flex schedule
Location	Skagway, Alaska

Posting Date: August 26, 2022; Closing Date: open until filled

Job Summary:

The Catalyst-Program Manager position is a dynamic role within the Skagway Development Corporation that was formed through an extensive partnership to help expand the community of Skagway's ability to achieve Skagway's economic goals and improve the quality of life in Skagway. The catalyst's focus is on project management and development, specifically with a focus on environmentally-conscious tourism projects and engaging the community in stewardship of their watersheds.

Scope of Responsibility:

This position reports directly to the SDC- Executive Director.

Essential Duties and Responsibilities:

The duties and responsibilities of the catalyst include but are not limited to-

- Utilize the goals established by the program partners and develop a project work plan/schedule;
- Help pursue funding opportunities for catalyst programs and projects;
- Help develop new program initiatives and projects that are aligned with SDC's & SDC-CDS's missions;
- Work with community members and business owners through public outreach and the Small Business Resource Center;
- Facilitate community meetings and workshops;
- Promoting stewardship activities that improve, protect, or maintain the health of the Pullen Creek and Skagway River watersheds.
- Work outdoors on Skagway Watershed issues;
- Work with regional SSP Catalysts; and
- Work with and communicate with catalyst program partners.

Minimum Preferred Qualifications:

- Graduation from an accredited four-year college or university with a degree in a natural science-based field of study such as biology, natural resource management, geology, or other related fields.
- Minimum two-year experience working within the tourism industry
- Ability to work in the out-of-doors safely and do modest physical labor (dig, plant, measure, wade in water, move rocks, etc).
- Knowledge and skill in the operation of computers and computer software, including Word, Excel, PowerPoint and ability to use a GPS
- Experience with grant writing and/or reporting
- Good Organizational Skills including managing data in a spreadsheet and maintaining record data.
- Ability to express oneself effectively in all avenues of communication

Personal Attributes/ Skills Required or Preferred:

- Collaborative problem-solving and negotiating skills.
- A positive, "Can-Do" attitude
- Ability to develop, implement, and maintain effective record-keeping systems, procedures and policies.
- A good communicator, comfortable making cold calls to government employees and talking in front of a diverse range of community members.
- Strong writing skills, able to write a report/formal letter to agency officials, as well as informational material targeted at the public.
- Ability to lead and manage large and small projects from inception to completion with close attention to detail.
- Ability to keep certain proprietary information confidential.
- Ability to establish effective working relationships; and communicate professionally with the public.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- Ability to work with others of all ages.
- Ability to write and apply for grants.
- Self-motivating with a creative-mind to pursue new ideas, initiatives and opportunities.

Physical Demands & Working Conditions

The position requires some standing, bending, stooping, sitting, walking, reaching, talking and hearing. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. Most work is in a normal office environment, with occasional visits to various outdoors worksites within the Borough of Skagway.