

Ketchikan Program Director

Job Location: Ketchikan, AK

FLSA Status: Exempt

Schedule: Full Time

Reports To: Assistant Director

Pay Range: \$65,000 - \$75,000 / year

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position:

The Ketchikan Program Director supervises Ketchikan programs, including staff, grants, and fee-for-service programs. Current programs and services include but are not limited to Aging and Disability Resource Center (ADRC), Developmental Disability Resource Connection (DDRC), Veteran's Options for Independence, Choice & Empowerment (VOICE), Employment & Recreation, and the Loan Closet. The Ketchikan Program Director will be responsible for overseeing the success of each of these programs and providing support to Ketchikan program staff.

Responsibilities and Duties:

- Supervise and support program staff in the Ketchikan office. This includes a current office of 5 employees.
- Oversee all day to day aspects of program in the Ketchikan office
- Provide and evaluate high quality and innovative programs and services responsive to community needs
- Develop and maintain, to the greatest extent possible, positive and professional image of the SAIL program and relationship with community
- Coordinate with the Leadership team to manage program budget
- Work in coordination with the Leadership team to develop and implement communication strategies for consumers, donors and prospects including regular e-newsletters, social media and direct mail. Collect and compile regular success stories with compelling photographs.
- Assist with development and coordination of donors, volunteers, fundraising activities and special events
- Coordinate and collaborate with other agencies, local government officials, and providers in Ketchikan
- Provide general independent living services to seniors and persons with disabilities of all ages
- Provide public, community and school disability awareness presentations
- Advocate regarding disability and senior issues at the local and statewide level
- Develop, manage and report on program grants
- Turn in all program receipts and corresponding paperwork weekly
- Complete consumer notes and other documentation as needed

- Carry out other assignments as required

Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Serves as a role model for consumers of independent living
- Ability to work independently and as a team
- Ability to work under pressure and meet tight deadlines
- Expertise with personal computers
- Experience writing grant proposals or other forms of professional written communication
- Knowledge of disability rights, human service systems commonly accessed by seniors and people with disabilities, other social service resources as well as state and federal benefits programs

Preferable, but not required skills and experience:

- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values
- Personal experience with a disability and/or the independent living movement

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to manage multiple projects and meet deadlines
- Ability to manage stress Ability to problem solve situations as they arise Ability to work well in a team setting
- Sense of humor in a variety of situations
- A commitment to social justice and equity for those SAIL serves and the people we employ

Work environment

SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

Possible exposure to inclement weather; Southeast Alaska is located in a temperate rainforest. Rainfall is common at any time of the year. Snowfall can be heavy at times. Summers are marked by up to 18 hours of daylight while winter has as little as 6 hours of daily light.

Some travel may be required and flexible schedules can be considered depending on job requirements. SAIL is committed to developing and maintaining a diverse and inclusive workforce. **Applicants experiencing a disability are strongly encouraged to apply.** Southeast Alaska Independent Living (SAIL) is an at-will employer.

Employee Signature: _____ Date: _____