



Program Manager – Prevention & Education

Recover Alaska (Recover) works to reduce excessive alcohol use and harms in Alaskan communities through individual, social, and systemic change. Recover collaborates with a variety of community and statewide partners to shift perceptions and reduce the stigma associated with alcohol use while working upstream to lower risks and promote protective factors for youth and adults, with a vision of all Alaskans feeling empowered to achieve their full potential. For more information visit www.recoveralaska.org.

The Alliance is a project of Recover Alaska. The primary responsibility of the Program Manager for Prevention and Education will be the daily oversight of the Alliance. The Alliance is a system shifting network partnering with people and communities to promote individual and community wellness and prevent excessive alcohol use and harms in Alaska. More information about the Alliance is available on our website- www.alaska-alliance.org.

Position Summary: The Program Manager of Prevention and Education serves as the Wellness Coordinator of the Alliance, who leads the network using daily practices of systems leadership. This role oversees a wide variety of initiatives and projects, facilitates assessments, strategic planning, and communication, manages the budget and grants, and provides general business and administrative functions to the Alliance. This position requires a growth mindset, collaborative spirit, professional flexibility in managing and administering a variety of projects and working groups. The candidate will possess superb organizational skills, work ethic, and devotion to tackling the most commonly identified health problem in our state. We are looking for an individual who will be able to create and implement solutions while proving support for the network members, regional co-chairs and network leadership, Recover Alaska staff and various other partners and stakeholders.

Essential Functions:

- Relationships
 - Organize and facilitate monthly Alliance meetings and bi-annual contracted facilitator meetings.
 - Outreach to new partners and maintain positive relationships with current network members, including Regional Co-Chairs, Committee members, and other key stakeholders.
- Supervision
 - Hire and manage contractors/vendors.
 - Supervise additional Alliance staff or interns.
- Financial stewardship
 - Develop and manage grant budget.
 - Facilitate grant writing and submit quarterly, bi-annual, and yearly continuation/reports.
- Programmatic oversight



- Manage communication and outreach.
- Lead and support a variety of network functions. Design, plan, and implement classes, speakers, seminars, training, and assessments.
- Assist with creating project evaluation plans.
- Attend meetings and trainings as required.
- Present Alliance data and information at public meetings.
- Utilize the Strategic Prevention Framework (training provided).
- Perform other related duties as assigned.

Required Skills/Abilities:

- Ability to support and promote Recover Alaska’s mission, vision, and values.
- Ability to design effective and motivating presentations and training programs.
- Proficient in office skills including, but not limited to Microsoft Office, Adobe Acrobat, and software commonly used by the Alliance, including Google Suite, Asana, Knack, etc.
- Basic accounting skills and experience with Excel.
- Ability to establish and manage multiple priorities in the workplace and strong organizational skills.
- Flexible, dynamic, self-starter in a fast-paced environment.
- Willingness to think outside the box and to fail and try again.
- Ability to work independently with minimal supervision and direction.
- Highly effective written and verbal communication skills, to include interpersonal and listening skills.
- Commitment to continual self-education and increasing fluency to communicate effectively about racism and colonization and their effects, and a demonstrated commitment to dismantling them.
- Experience collaborating and building relationships with individuals and groups of diverse backgrounds, including rural Alaska.
- Proven track record of administrative management including coordinating, facilitating, and interacting with diverse stakeholders, including board/council members and network members, and initiating strategies and solutions.
- High level of emotional maturity.

Education and Experience:

- Any combination of education and/or experience that provides the applicant with the competencies in:
 - a. Coalition building / community organizing: Experience convening multi-sector stakeholders toward a common goal, prioritizing relationship building. Community outreach and engagement, managing network member relationships and modeling conflict resolution skills.
 - b. Project management: Understanding and prioritizing deadlines; creating and adhering to timelines; vendor/contractor management; effectively managing budget and grants.
 - c. Public Health/Prevention: Applies knowledge of the concepts, principles,



theories, methods, and tools associated with protecting and improving the health of people and their communities, including promoting healthy lifestyles, and upstream solutions.

Equivalent to those typically gained by:

- Bachelor's degree in a related field, such as public health, communications, public administration, education, health care, and two years professional experience in health program management,
OR
- Four or more years of professional experience in community building or organizing, project management, or coalition leadership with consistent and increasingly accountable leadership roles in a community or organization.
- Background in positive youth development strongly preferred.

How to apply: Qualified applicants may send their cover letter and resume to: recoveralaska@forakergroup.org. The first round of cover letters and resumes will be reviewed on Thursday, October 13, 2022. The position will remain open until filled.

Recover Alaska and Sultana are committed to equity in our work and communities.

Individuals from rural Alaska, with lived experience, in long-term recovery, and/or who identify as LGBTQ+ or BIPOC (Black, Indigenous, or a Person of Color) are encouraged to apply.

Sultana intends to comply with all federal, state, and municipal laws. All qualified applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other protected class when the reasonable demands of the position do not require distinction of the aforementioned items.

NOTES: This position is funded by Recover Alaska's Funding Partners and administrated through Sultana New Ventures, LLC (Sultana), a subsidiary of The Foraker Group. The Program Manager of Prevention and Education is an employee of Sultana. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. The Foraker Group and Sultana are at-will employers.

FLSA Classification: Exempt

Location: Anchorage, Alaska

Supervisor: Executive Director

Wage Range: \$32-\$38 per hour, \$66,560-\$79,040 annually, depending on experience