



Job Title:	Executive Director		www.sheltersitka.org
Level/Salary Range:	\$29 an HR/DOE	Position Type:	Full time-stipend position
HR Contact:	SHC Board	Date Posted:	June 1 st , 2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	June 30 th , 2022
Letters of interest and resume to:			
EMAIL: Jade.nodes@sitkatriben-sns.gov bristolmom18@gmail.com lenisepdc@gmail.com		MAIL: Sitka Homeless Coalition Kathy Ingallinera PO Box 1112 Sitka, AK 99835	
Job Description			
ROLE AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Keeping Regular "Office" hours. Generally, 9 a.m. AK start time. 2. Serving as an overall SHC point of contact. 3. Answering phone, email, and other correspondence in timely manner. Gaining board approval when needed. 4. Research, draft, and submit proposals for grant funding. 5. Tracking and reporting on grants received. 6. Supporting fundraising efforts. 7. Tracking and reporting current donations and other funding to the board. 8. Communicating with the board to keep them informed. 9. Attend all organizational meetings via internet or in person. 10. Keeping an organization calendar, scheduling meetings, adjusting schedules and completion targets. 11. Helping to create short-term plans. 12. Creating weekly to do lists. 13. Adhering to any deadlines. 14. Helping to make effective operational decisions. 15. Communicating with contractors and supervising quality control on the construction project. 16. Helping to recruit and coordinate volunteers. 17. Keeping track of expenses, ordering office supplies, and communicating with the bookkeeper. 18. Collaborating, communicating with Spruce root and other partnering agencies. 19. Tracking invoices and scope of work completed by various contractors. 20. Other duties as assigned. 			

PREFERRED SKILLS

Strong written communication skills.

Ability to multi-task well and work with a variety of small projects simultaneously.

Administrative experience.

Experience with grant writing.

ADDITIONAL NOTES

The Sitka Homeless Coalition is a 501C-3 non-profit established in 2017. This position is dependent upon grants/donations being received.

May be a full-time remote worker. Is a work from home position, no current office access.

Please submit resume to emails or mail to the above address.

Grow With Us!

We are working together to Shelter Sitka
with the
Hítx'i Sáani (Little Houses) Project!

Following Housing First Principles, we strive to build a community or all Sitkan's
experiencing homelessness.