

Position Recruitment Announcement

Associate Coordinator - Project Coordinator

Alaska Office of Faith-Based and Community Initiatives

State of Alaska - Department of Health and Social Services

The Executive Director of the Office of Faith-Based and Community Initiatives is seeking an Associate Coordinator to assist the Governor and the Executive Director in attaining the goals to facilitate communication and collaboration between faith-based and community-based organizations and government agencies in order to address gaps in Alaska's social service delivery systems. The position is a Range 18 (approximately \$3693 per month) exempt position and will be based in Anchorage.

The associate coordinator position will function as the training and technical assistance staff position in the Office and will work with the coordinator and Council to help faith and community groups increase their capacity to serve those in need. The associate coordinator will assist the Office in providing centralized referral and information on FBCI issues and will work to improve the role of faith and community groups in meeting the workforce and health and welfare needs of people throughout the state. Some travel is required. Fundraising experience is helpful.

The primary duties of the position include:

- Identify, research and analyze problems and issues associated with Alaskan communities; assess potential for meeting the needs through collaborative/effective community partnerships; recommend methods and procedures for measuring costs, benefits and goal achievements.
- Encourage and assist communities to establish local partnerships and effective programs.
- Determine feasibility of potential community projects.
- Provide technical assistance/consultation in organizational development for faith and community based services.

- Monitor technical assistance plan and activities.
- Research funding sources and possibly assist with community fundraisers. Assist faith communities, congregations and community groups in the preparation of grant applications.
- Prepare and deliver presentations to various committees and community groups regarding FBCI and other capacity building/community support issues.
- Network with community leaders of non-profit organizations/faith-based groups throughout Alaska.
- Assist in the preparation of reports and other program material for use by the Advisory Council, Governor, Lieutenant Governor and others.
- Attend trainings, seminars and community meetings. Develop and conduct trainings and workshops designed to increase organizational capacity in faith and community organizations to initiate, improve or expand services to those in need.
- Coordinate meetings with Advisory Council and other community partnership events.
- Assist the coordinator to develop long-range strategic planning to strengthen and support FBCI coalitions/partnership efforts.
- Remain current on best practice FBCI programs, federal laws and regulations.

The duties and expectations of this position will require the individual to have an understanding of the complex and sometimes contentious issues surrounding faith, community and government partnerships and adhere to the policies and positions of the Governor, Advisory Council and Executive Director with regard to all matters related to the faith-based and community initiatives program. This individual will also demonstrate a passion for service and an excitement for their responsibility to promote and advance the goals of the faith-based and community initiatives program.

Individuals interested in being considered for this position should submit a resume and a letter of interest. In the letter of interest, the individual must:

- Summarize their experience and education to demonstrate an ability to excel in this position.
- Highlight previous experience in working with faith-based and community groups.
- Highlight previous experience in fund-raising, community organization, building effective partnerships and providing presentations and training.
- Discuss their experience or ability to build faith-based and community-based organizational capacity at the grass roots level.
- Discuss how they would assist the executive director to support programs throughout Alaska, especially in our rural communities.

This letter of interest and a current resume must be received by the Executive Director of the Office of Faith-Based and Community Initiatives by the close of business on March 7, 2005. Letters and resumes should be mailed or hand delivered to:

Stephanie Wheeler, Executive Director

Office of Faith-Based and Community Initiatives

State of Alaska, Department of Health and Social Services

Frontier Building, 3601 C Street, Suite 902

P. O. Box 240249

Anchorage, Alaska 99524-0249

Information received by March 7, 2005 will be reviewed and finalists will be invited to an interview to be held in Anchorage on March 14 and 15.

Thank you for your interest and on behalf of the Office of Faith-Based and Community Initiatives, please forward this information to anyone who you believe would be interested in or suitable for this position.

Stephanie Wheeler, Executive Director

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(907) 269-8019