



Job Title: Satellite Program Director
Department: Administration

Full Time
FLSA Status: Non-Exempt

Reports to: Assistant Director
Location: Sitka
Pay Range: \$25/hr to \$30/hr, DOE

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

Summary of Position: Supervises all aspects of the Sitka SAIL Program, including independent living services, recreation program, fundraising and development.

Responsibilities & Duties:

- Supervise program staff in the Sitka office
- Oversee all day to day aspects of program in designated community
- 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 Directors, direct supervisor, and bookkeeper to manage program budget
- Coordinate and collaborate with other agencies, local government officials, and providers in designated communities
- 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 issues at the local and statewide level
- Provide information and referral to consumers, agencies and others
- Manage and report on program grants
- Turn in all program receipts and corresponding paperwork weekly
- Complete consumer notes and other documentation as needed
- Assist with development and coordination of donors, volunteers, fundraising activities and special events
- Carry out other assignments as required



Skills & 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 with program management, employee supervision and fund development
- 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
- Bachelor's Degree in Human Services or related field – OR – equivalent experience with issues and activities directly related to independent living philosophy

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.

NOTES: Some travel possible. SAIL is open to flexible schedules whenever possible. Southeast Alaska Independent Living (SAIL) is an at-will employer. **Applicants experiencing a disability are strongly encouraged to apply.**

Employee Signature: _____ Date: _____