



Alaska Marine Safety Education Association

2924 Halibut Point Road, Sitka, Alaska 99835-9668
phone 907-747-3287 / fax 907-747-3259 / www.amsea.org

Job Description Course Coordinator

The Course Coordinator is responsible for coordination for AMSEA courses. This includes communicating effectively with many different agencies and individuals from varying cultural and professional backgrounds and working extensively with the AMSEA network and with staff.

The Course Coordinator's position is based in AMSEA's Sitka office. This position requires using a PC computer, apps and phone. There are also instructional duties at the child to adult level in relevant marine safety topics.

The Course coordinator also is familiar with AMSEA's inventory borrowing system and equipment as back up to the Gear Manager. Experience in the commercial fishing/maritime industry and/or educational background a plus.

Specific lead coordination duties include, but are not limited to:

- Plan and coordinate all aspects of courses offered by AMSEA in conjunction with Executive Director and Training Coordinator. Also coordinates with Office Manager in course promotion.
- Keep staff up-to-date on all planned and tentative AMSEA courses in a format available to all staff. Updates Courses Calendar and data base.
- Create, update and maintain records detailing course coordination efforts, including costs, in a format easily accessible to staff.
- Serve as in-office liaison with trainers in the field. Manage course registration in a manner that all staff can use when needed.
- Assist in negotiating and writing contracts for courses.
- Create and update forms needed for courses and making them accessible to staff and instructors.
- Coordinate with USCG Dockside Examiners.
- Assist in obtaining USCG approval for instructors of our Coast Guard-accepted courses.
- Collect reports from AMSEA instructors.
- Work with Finance Manager to ensure that training-related invoices are sent and bills are paid.
- Coordinate with contractors and grantors regarding requirements for pre and post class reporting.
- Responsible for collecting and reporting data.
- Responsible for processing payments for services.
- Responsible for processing replacement drill cards.

Assisting or secondary duties include but are not limited to:

- Backing up the gear department as needed.

AMSEA is a 501(c)(3) non-profit educational institute. Support Organizations: Alaska Dept. of Health & Social Services, Division of Public Health – National Institute for Occupational Safety & Health – Alaska Native Tribal Health Consortium – University of Alaska Sea Grant, Marine Advisory Program – U.S. Coast Guard 17th District – Alaska Office of Boating Safety – Trident Seafoods - Pacific Northwest Dungeness Crab Marketing Association

- Backing up the newspaper articles collector.

Job Skills – Proficiency in the following skills are required:

- Ability to work with many different agencies, individuals and communicate orally and in the written language effectively across cultures.
- Strong ability to plan and organize.
- Excellent computer skills using Microsoft Windows, MS Word, MS Excel, and other applications as required.
- Use of printer, photocopier, scanner, and other office equipment.
- Works well independently, while maintaining good communication with staff and the AMSEA instructor network.
- Teaching experience or the willingness to gain teaching experience on the job.
- Experience writing/editing.
- Ability to multi-task and be flexible in an at times fast paced work environment.
- Knowledge of AMSEA and its network.
- Must be able to lift up to 50 pounds.
- Positive, can-do attitude in communications with staff and public.
- Mature, open communication style and problem solver.

This position works closely with all staff and reports to the Director. This is a non-exempt position.

Pay range 24.00-26.41/hr. (level 2)

Hours 30-40/wk