



“... established to provide a voice for Native educators and advocacy for educational issues affecting Alaska Native people.”

## Association of Interior Native Educators

### Job Description

<b>JOB TITLE:</b>	Membership & Engagement Manager
<b>NUMBER OF POSITIONS:</b>	One
<b>RECRUITMENT OPENING:</b>	Thursday January 22, 2026
<b>RECRUITMENT CLOSING:</b>	Friday February 6, 2026
<b>SCREENING &amp; INTERVIEWS:</b>	February 9-13, 2026
<b>TARGET START DATE:</b>	February 23, 2026
<b>JOB ENDING DATE:</b>	December 2028
<b>SUPERVISOR:</b>	Executive Director
<b>WAGE:</b>	DOE
<b>SCHEDULE:</b>	20 hours per week (.50 FTE) primarily in the office with negotiated remote work on occasion; some weeks will require full-time work
<b>LOCATION:</b>	Fairbanks, AK

### Purpose of Position

AINE aims to implement and maintain an on-going membership base and create a consistent system of support and professional community for Interior Alaska Native/Indigenous educators. Many of AINE's long-standing members are now retired from classroom teaching and have expressed a desire to volunteer for AINE, or want to see AINE strengthen its efforts to increase the number of Alaska Native educators. This 50% FTE (part-time) position will create a realistic membership engagement and volunteer development plan. This plan will include and provide actions to implement: an annual membership drive, an active volunteer program and a system of support (network) for forthcoming, early career and established educators. This position will also coordinate an annual engagement event, working collaboratively with the AINE Board, staff and volunteers to strengthen genuine connection, culture, community and communications among AINE's members.

### Primary Duties and Job Expectations:

- Research what makes a vibrant, strong professional and/or Indigenous network; plan, develop and implement such a network
- Coordinate regular AINE educator network gatherings online and in person engagement events
- Create and Maintain records and documentation to track and communicate

- with members and use for project reporting
- Lead and/or attend partner meetings, trainings, professional development and/or camps as key staff - coordinating, presenting or participating as required or need to accomplish the goals and objects of the event
- Contribute to AINE's quarterly newsletter, website and other outreach efforts
- Assist with proposal development and writing related to membership engagement and sustainability
- Other duties as assigned

**Minimum Qualifications:**

- Strong interpersonal skills, program management capacity and ability to work independently and cooperatively
- Predisposition as a learner and growth mindset: Ability to initiate and complete job expectations, and research issues and resources when needed
- Experience creating and implementing engagement events, managing volunteers addressing various styles on engagement in a variety of environments
- Knowledge of historical and current Alaska Native education issues
- Ability to use current computer technology, common software applications and integrate the use of project related e-learning and distance-education technologies in a variety of settings

**Preferred Qualifications and Disposition:**

- Caring; approachable and relationship focused
- Willingness to address organization and membership sustainability; actively assisting with fundraising and seeking benefits for members with partners or local businesses

**APPLICATION REQUIREMENTS:**

- Letter of Interest
- Current resume
- Three references with current phone numbers and email addresses

**SEND OR DELIVER APPLICATION TO:**

Malinda Chase, Executive Director  
 Association of Interior Native Educators  
 P.O. Box 72051  
 Fairbanks, AK 99707

Email: [malinda@ainealaska.org](mailto:malinda@ainealaska.org)