

Job Title: DDA Facilitator

DDA Overview – www.ddaalaska.com

Since 2012, Denali Daniels + Associates (DDA) has helped hundreds of Alaska organizations with strategic plan development, meeting facilitation, qualitative and quantitative research, strategic policy development, project management and implementation services. More about DDA can be found on the DDA website: www.ddaalaska.com.

All candidates must care about Alaskans and Alaska's future.

Job Description:

Design and facilitate group processes – virtually and in-person

- Design strategic planning, public engagement, and other groups processes
- Facilitate group sessions.
- Coordinate with project associate to recap meeting results.

Use of proven facilitation methods

- Responsible for developing the agenda, asking group questions, moderating participation, assuring participants are contributing, and assuring no participants are dominating the conversation.
- Responsible for keeping the meeting on track and on schedule.
- Responsible for working with project associate to clarify meeting report deliverables are met.
- Responsible for maintaining project work plan and budget, monitoring to be sure projects are on schedule and within budget.

Communications

- Responsible for establishing project communications plan and overseeing project associate.
- Responsible for drafting outgoing communications - this may be to a workgroup, a board, or to the public. This is an important function that occurs before, during, and after group processes.
- Responsible for developing content for project landing pages based on the goals of the project, and communicating to assigned staff on routine content updates.

Document production

- Responsible for technical writing - the final work product may be a strategic plan, a meeting report, or a technical report with findings and recommendations. The facilitator is responsible for writing the content and working with the team and the client toward the final work product.
- Responsible for coordinating with in-house graphics and design team on the final work product. Understanding best practices for editing and team collaboration on final work products is critical.

Project Management

- Interface with clients on behalf of DDA with professionalism
- Oversee project schedules and budget

Qualifications

- Must live in Alaska
- Must care about Alaskans and Alaska
- Must have attention to detail
- Must be able to perform in high-paced environments, at times the heat will be on
- Must have 5 years of experience facilitating groups, chairing boards, committees, or task forces, and providing ongoing oversight to group processes resulting in concrete work products.
- Advanced skills with Microsoft Excel, Word and PowerPoint
- Must be a team player, have a cooperative spirit, and enjoy group problem solving
- Able to work remotely or in the DDA Alaska offices located in Anchorage and Juneau
- Occasionally, in-state travel will be required

Education: Bachelor's degree required, Master's degree preferred.

Pay range: Salary \$65,000 to \$95,000 depending on experience.

Job Type: Full-time positions are hourly (40+ hours/week), with negotiable work schedule to support work/life balance. Application Deadline: No deadline. The position is open until filled.

How to Apply: Please email resume and cover letter to info@ddaalaska.com.