The Folk School

Programs Coordinator

Position description

Overview

Part time staff position (20-30 hours/week)
Location: Fairbanks, Alaska

The Programs Coordinator develops and facilitates diverse learning opportunities together with community instructors in a way that builds strong relationships, is responsive to the community and place, and integrates with the wider mission & vision of The Folk School.

This role involves managing all aspects of class coordination from initial development through post-class follow-up, with a particular focus on stewarding the instructor experience at The Folk School. The Folk School is in a period of growth and transition; we are seeking someone who is adaptable and excited about improving and developing systems and processes for the betterment of the whole.

The Programs Coordinator reports to the Executive Director and will work collaboratively with our small team, board members, instructors, and volunteers.

Growth Opportunity

The Folk School is seeking a motivated individual who can adapt and grow with the organization. The role requires a commitment of a minimum 20 hours/week, however we would strongly prefer a new collaborator who brings one or more of the following skillsets and the enthusiasm to help develop the organization's capacity in that area.

Depending on skills and experience, the position is expected to expand to up to 30 hours per week with additional responsibilities potentially including:

- Grant writing and development
- Fundraising support and donor relations
- Volunteer coordination and management
- Communications and storytelling

About The Folk School

The Folk School's mission is to perpetuate the joy of hands-on learning, with an emphasis on place and community. We work with community instructors to offer year-round classes and programs for all ages in traditional crafts, woodworking, outdoor skills, and hands-on arts and sciences. We are a 501(c)3 nonprofit organization primarily serving the greater Fairbanks community and the Tanana Valley.

As a folk school we are part of a 200-year-old tradition of Danish and German folk schooling. The folk school movement provided alternative learning opportunities through popular education. Our approach focuses on inspiring and empowering students through learning by doing and learning in community in a way that serves to build personal and community resilience in a changing world. Through the confidence that comes from learning new skills, students are challenged to discover their unique identity and how they can contribute to strengthening and supporting their place & community.

The Folk School Fairbanks started over 30 years ago as a small, grassroots movement, originally teaching classes out of our homes, and formally became a nonprofit organization in 2011.

As a small organization, collaboration and independence are both valued. Our work culture is built on transparency in communication, strong relationships, and mutual trust, creating a supportive atmosphere where everyone contributes to our shared mission.

Please visit https://folk.school/ or find us on Instagram and Facebook to learn more about us!

Programs Coordinator Key Responsibilities

Class Development & Program Management

- Collaborate with community instructors to develop new class offerings and refine existing programs
- Oversee the complete class pipeline from initial idea through execution and evaluation
- Conduct program evaluations and implement improvements based on feedback
- Support instructors in curriculum development and class planning
- Build relationships with potential and new instructors and other stakeholders to develop opportunities and strengthen existing programs
- Publish and share class listings

Instructor Stewardship & Support

- Serve as primary liaison between The Folk School and community instructors

- Guide instructors through the program journey, from onboarding to class completion
- Provide ongoing support via email, phone calls, and in-person meetings
- Create and maintain instructor resources and documentation
- Foster positive, collaborative relationships with teaching community

Student Experience & Class Operations

- Support student enrollment and communication (pre- and post-class)
- Handle student inquiries, questions, and support needs
- Develop and coordinate a capable group of volunteers and staff to oversee day-of-class logistics and support
- Facilitate smooth class operations and positive student experience

Materials & Logistics Management

- Coordinate ordering and procurement of class supplies and materials
- Manage inventory of educational materials and resources
- Manage and coordinate logistics of all classes and programs, including off-site and overnight programs such as Week in the Woods

Qualifications & Skills

Required

- Strong interpersonal and communication skills with ability to build trusting and diverse relationships
- Excellent organizational and logistics coordination abilities
- Experience in event planning, coordination, or project management
- Comfort with administrative tasks including email, phone communication, and record-keeping
- Ability to work independently and manage multiple priorities
- Passion for community, community education, and lifelong learning
- Familiarity with Google Workspace tools
- Valid driver's license and reliable transportation

Preferred

- Background in education (teaching experience valued but credentials not required)
- Experience in program development or curriculum design
- Previous work experience with volunteers, contractors, or community partners
- Familiarity with nonprofit operations

- Experience in adult education or community programming
- Grant writing and research experience
- Fundraising or donor relations background
- Volunteer coordination and management skills
- Communications, marketing, or social media experience

Work Environment & Schedule

- Somewhat flexible schedule with an emphasis on afternoon, evening, and weekend work to support classes
- Mix of in-person, on-site, hybrid, and remote work
- Mix of office work, community engagement, and class support
- Collaborative, mission-driven nonprofit environment
- Please note: The buildings The Folk School currently occupies are historic buildings and are not ADA compliant

Compensation & Benefits

Rate: $22-25/hour DOE
Benefits: 5 Paid holidays; Staff discount for TFS classes; Sick leave
Reports to: Executive Director

To Apply:

Open until filled. Applications will be reviewed on a rolling basis beginning **September 22nd, 2025.**

Please send the following in PDF format to Kelsey Bearden at kelsey@folk.school :

1. A one-page letter expressing your interest in and alignment with the role. Please highlight your interest and experience in one of the areas listed in the growth opportunity section of this document.
2. Resume with relevant experience
3. Three professional references (may include volunteer or academic references)

The Folk School is an equal opportunity employer committed to creating an inclusive environment for all employees and community members.