THE FOLK SCHOOL
FAIRBANKS, ALASKA

Community Engagement Coordinator

Part time staff position, hourly: 20-30 hours per week
Location: Fairbanks, Alaska
Application Deadline: August 31st, 2026
Start date: Immediately, with flexibility for the right candidate.

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 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 small organization, we value collaboration, self-motivation, and adaptability. 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!

Position Overview

About the role: The Community Engagement Coordinator is a holistic community relations and communications role that encompasses digital, print, and in-person communications; event coordination; volunteer engagement; and development. The Community Engagement Coordinator is responsible for developing strong relationships across The Folk School community and beyond as well as creating clear and impactful communications that strengthen and illuminate the mission and vision of The Folk School.

About the team: The Folk School is currently in a transition period without an Executive Director. During this interim period, the Community Engagement Coordinator will report to the Board of Directors; once a new Executive Director is hired, the Coordinator will report to the Executive Director. The Coordinator will work closely with other Folk School staff, as well as with the 2026 Storytelling & Communications Fellow (an Alaska Fellows Program position running September 2026–May 2027). The Coordinator is responsible for community engagement strategy and continuity and provides guidance and leadership to the Fellow; the Fellow contributes to storytelling and communications for the duration of the fellowship. The Community Engagement Coordinator will also work collaboratively with folks across the community including instructors, board members, volunteers, community partners, funders, donors, and students.

Key Responsibilities

The Folk School has a long and vibrant history serving the Fairbanks community and we want to share more of our story. We are seeking an individual who is adaptable, self-directed, and excited about developing and improving organizational systems and processes for the betterment of the whole as we grow and evolve. This position will require a high degree of initiative and flexibility, with opportunities to shape the work and respond to the needs of the organization as they emerge. The role is dynamic and will shift week to week depending on what is happening at The Folk School (events, classes, etc.) and will include:

Communications & Outreach (45%)

- Develop overarching narratives as well as marketing and communications strategies that improve engagement, reach, and impact, in collaboration with the Executive Director and Board of Directors
- Foster collaborative, positive relationships with The Folk School community, including staff, instructors, board members, volunteers, community partners, funders, donors, and students
- Manage and develop The Folk School's mass email communications and social media
- Design and create digital and print materials
- Work closely with, and provide guidance for, the 2026 Storytelling & Communications Fellow
- Lead the website redesign process in collaboration with the Alaska Fellow (negotiable for the right candidate)
- Engage visitors at outreach events and onsite at The Folk School

Volunteer Engagement (15%)

- Manage volunteer communications and engagement
- Develop a sustainable volunteer engagement strategy and approach
- Cultivate a reliable and positive volunteer community at The Folk School

Event Coordination (15%)

- Lead event logistics for annual and special events
- Coordinate with participants, including staff, volunteers, and event partners
- Assist with event planning and evaluation

Development & Fundraising (15%)

- Support grant prospecting, applications, and award management
- Develop fundraising communications in collaboration with the Executive Director and Board of Directors
- Support sponsor and donor stewardship by helping to develop donor communications pipelines, materials, and visibility
- Help maintain the constituent relationship management database (CRM) for maximum usability and sustainability

General Organizational Support (10%)

- Support instructors and classes, as needed
- Maintain a friendly, welcoming office presence
- Participate in facilities maintenance
- Other duties as assigned

Qualifications

- Proven ability in mission-based storytelling
- Strong interpersonal and communication skills & ability to build trusting relationships
- Experience in communications, marketing, or social media
- Event coordination or project management experience
- Volunteer management skills or volunteer experience
- Proficiency with (or willingness to learn): Google Workspace, Canva, Mailchimp, Keela (CRM), Wordpress, Adobe Creative Cloud, and other general applications
- Photography & photo editing skills; video & editing skills (CapCut or similar) preferred
- Grant writing and research experience preferred
- Fundraising or donor relations experience preferred
- Reliable transportation
- Passion for community, community education, and lifelong learning

Schedule & Environment

Staff at The Folk School work customizable schedules with an emphasis on afternoon, evening, and weekend work to support classes & events. The primary work location is The Folk School Cabin and Workshop. There is a mix of in-person, on-site, hybrid, and remote work. Please note: The Folk School currently occupies a historic building that is not ADA compliant.

Compensation & Benefits

- $22-25 per hour, based on experience
- 7 Paid holidays
- Paid sick leave
- Paid attendance at some Folk School classes
- Mileage reimbursement for work-related travel
- Staff discount on classes
- Preferential staff consignment rate
- Professional development opportunities

How To Apply

Review of applicants will begin immediately and the position will remain open until filled.
Please send the following in PDF format to **April Smurda** at **president@folk.school** by August 31, 2026.

1. A one-page letter expressing your interest in and alignment with the role
2. Resume
3. Three professional references
4. Include a link to a portfolio, website, social media account, or 2-3 work samples that showcase your storytelling skills