

Job Description

Position Title: Cohort Leader – Workforce Development Program

Reports to: Skagway Child Care Council (SCCC) Board of Directors

Employment Type: Independent Contractor

Position Overview

The Skagway Child Care Council (SCCC) is seeking a motivated **Cohort Leader** to guide students through the Early Childhood Education (ECE) Workforce Development Program, funded by the Innovate Grant. The Cohort Leader will play a critical role in recruiting, mentoring, and supporting participants as they pursue coursework and career pathways in Early Childhood Education.

Key Responsibilities

- **Recruit & Enroll Students:** Promote the program, assist with forms, class registration, and book/supply purchases.
- **Mentorship & Support:** Lead weekly cohort meetings, provide one-on-one support, and motivate students to stay on track.
- **Academic & Professional Guidance:** Offer feedback on coursework, connect students with tutors and resources, and encourage career development.
- **Liaison Role:** Serve as the primary connection between students and SCCC.
- **Program Coordination & Reporting:** Track student progress, manage stipends, submit monthly updates, and provide a final report on outcomes and recommendations.

Qualifications

- Background in **education, mentorship, workforce development, or related fields.**
- Strong communication and organizational skills.
- Ability to mentor and motivate students of varying backgrounds.
- Passion for supporting Early Childhood Education career pathways.

- Reliable and able to commit for the full contract period.

Compensation

- Independent Contractor role.
- **\$10,000 stipend** paid in installments upon submission of invoices and progress reports.

Location & Term

- Based in **Skagway, Alaska**.
- Contract runs from **November 1st 2025 through May 31st 2026**

To Apply: Send a cover letter and resume to **SKAGWAYCHILDCARECOUNCIL@GMAIL.COM**