



Interior District Coordinator

About the Job

The Interior District Coordinator serves as AGC of Alaska's primary staff representative in Fairbanks and Interior Alaska and works closely with the Anchorage office to support members, programs, training, events and day-to-day operations.

The role independently manages the Fairbanks office and coordinates regional activities, exercising initiative, sound judgment and strong organizational skills. The successful candidate will be a self-starter who is comfortable identifying needs, taking ownership of projects and following through with limited day-to-day supervision.

This position will initially be part-time, with the opportunity to grow into a full-time position as Fairbanks operations, member engagement and organizational needs expand.

Duty Station: AGC Fairbanks Office

Salary: DOE

What You'll Do

- Manage day-to-day operations of the AGC Fairbanks office, including reception, phone coverage, supplies, vendors, IT and copier services, room rentals, records and general administrative needs.
- Serve as a primary point of contact for AGC members throughout Interior Alaska, responding to requests, providing information and connecting members with AGC staff and resources.
- Build and maintain strong relationships with members, industry partners, government and community organizations, vendors and other stakeholders.
- Coordinate Fairbanks events, meetings, networking activities, tournaments and regional programs, including registration, vendors, invoicing, payments, logistics, budget tracking and follow-up.
- Work with AGC's Training Manager to coordinate Fairbanks training programs, including CESCL, Construction Quality Management, Online Plans and other training opportunities.
- Work in partnership with the Anchorage office to maintain membership databases, records, invoices and related documentation.

- Coordinate member communications, notices, event materials and other administrative requests.
- Assist with promoting Fairbanks events, training and member activities through AGC communication channels and digital platforms.
- Provide administrative support for AGC Board of Directors, committee and task force activities, including scheduling, meeting materials, communications and action-item tracking.
- Track projects, events and administrative needs to ensure deadlines are met, and appropriate follow-up is completed.
- Identify opportunities to strengthen member engagement and AGC's presence throughout Interior Alaska.
- Represent AGC professionally at meetings, events and community and industry activities.
- Perform other related duties as assigned.

Essential Knowledge, Skills & Experience

- Three or more years of experience in administration, office management, operations, membership services, project coordination, or another relevant role.
- Demonstrated ability to work independently, take initiative, and manage responsibilities with limited day-to-day supervision.
- Strong time management and organizational skills, with the ability to manage multiple projects and competing priorities.
- Excellent interpersonal and customer service skills, with the ability to work effectively with members, volunteers, vendors, community partners, and a variety of personalities.
- Excellent written and verbal communication skills.
- Experience coordinating events, meetings or programs, including logistics, vendors, registration and follow-up.
- Experience with budget tracking, invoicing, reporting, databases, and recordkeeping.
- Proficiency with Microsoft 365 and experience working with database systems. Previous experience with GrowthZone or ChamberMaster a plus.
- Experience creating content and communicating through digital platforms.
- Ability to exercise sound judgment, solve problems independently, and maintain confidentiality.
- Construction industry, nonprofit, association or related experience preferred.

Work Environment & Schedule Requirements

- This position is based in AGC of Alaska's Fairbanks office and serves as the organization's primary staff presence in Interior Alaska.
- Requires the ability to work independently while maintaining regular communication and collaboration with staff in the Anchorage office.
- Requires occasional early mornings, evenings, and weekends for AGC events, training and other activities.
- Must be comfortable engaging with members, volunteers, industry partners and the public and maintaining a professional and approachable presence.
- Requires strong attention to detail and follow-through in managing office operations, events, schedules, and member needs.
- Ability to occasionally lift and/or move up to 40 pounds.

About AGC of Alaska

AGC of Alaska works to strengthen Alaska's construction industry through advocacy, education, workforce development, member services and opportunities that connect the people and companies building Alaska.

The Interior District Coordinator plays an important role in that mission by supporting our members and expanding AGC's engagement throughout Fairbanks and Interior Alaska.

To Apply

Please submit your resume and cover letter to:

Norma M. Lucero

Deputy Director

AGC of Alaska

norma@agcak.org

Only candidates selected for an interview will be contacted.

AGC of Alaska is an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities to all qualified applicants and employees.