

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
DHR Director

Max Tuitele
Deputy Director

Falo Johansson
Deputy Director

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: Program Coordinator		Posting Date: January 21, 2026	Serial No.: 009-26
Department/Division: Arts Council		Closing Date: February 10, 2026	Announcement No.: 009-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-13/\$18,340 - \$48,760 p.a.	

General Description:

The American Samoa Council on Arts, Culture, & Humanities is now accepting applications for the position of Program Coordinator. This role supports the planning and implementation of arts, culture, and humanities programs across the territory. The Program Coordinator will work closely with the Executive Director, community partners, artists, and cultural organizations to ensure successful delivery of ASCACH initiatives.

Key Duties and Responsibilities:

- Assist in planning, organizing, and implementing ASCACH programs and events.
- Prepare schedules, coordinate logistics, and maintain program records.
- Work with artists, schools, and organizations to support project needs.
- Solve issues independently and manage tasks under pressure.
- Communicate effectively in writing and in person.
- Provide administrative support, including reports, correspondence, and data entry.
- Represent ASCACH professionally during community events and partner meetings.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Ability to work independently and meet deadlines.
- Strong problem solving, organizational, and multitasking skills.
- Proficiency in computer applications (Microsoft Office, email, etc.).
- Willingness to work evenings or weekends for events.
- Must be able to lift up to 25 lbs during event setup.

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 699-4481/ Email: nfo@hr.as.gov

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Academic and Experience Requirements:

- Applicant must have a master degree plus two (2) year of work related experience
- OR a bachelor degree plus four (4) years of work related experience plus two (2) years of supervisory capacity.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment Unit at 699-4489.

Fa'afetai tele,



Titiaolii Dr. Asenati Ietitaia Sa'au-Umi
Director
Department of Human Resource

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