

American Indian Family Center Job Posting

Where American Indian Families Thrive!



Employment Services Manager

Application Deadline: Open Until Filled

Full-Time, Monday through Friday 8:30am – 5:00pm.

Note: Some Evening and Weekend Hours Required.

\$45,000-\$60,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund with employer contribution, paid holidays and generous PTO accrual.

Position Title: Employment Services Manager

Reports To: Development Director

Position Description: The Employment Services Manager determines and formulates policies and provides overall direction of AIFC employment and educational counseling services.

Major Areas of Responsibility: The Employment Services Manager responsibilities include working with board members, community partners, funders and staff. Duties involve managing program budgets, coordinating program services and representing AIFC in the greater community.

Specific Job Tasks:

- Support and adhere to established policies and agreements of the Zuya Wo Ohiya (Journey to Success) program and employment services.
- Review reports submitted by staff to recommend approval or to suggest changes.
- Prepare and monitor employment program budgets.
- Prepare and present reports that showcase activities, budgets, government statutes or rulings, or other items impacting program services.
- Direct, plan, and implement employment services policies, objectives, and activities to ensure fluidity of operations, maximized return on investment and increased productivity.
- Implement action plans to resolve organizational or departmental challenges.
- Play an active role in negotiating contracts or agreements with funders.
- Support and adhere to established policies and procedures of the American Indian Family Center.
- Support the work of AIFC volunteers and interns.
- Provide other duties as assigned.

Required Knowledge, Skills and Abilities:

- An appreciation and understanding of American Indian values and culture.
- A desire to advocate for and support American Indian individuals and families.
- Extensive Knowledge of MFIP program policies and regulations.
- Excellent written and verbal communication skills.

- Strong interpersonal skills with a range of populations.
- Superior organizational and problem resolution skills.
- Strong basic computer software (MS Office) skills.
- Ability to interact effectively as a member of a team and work collaboratively with other departments.
- Ability to listen to customers (e.g. families, staff, etc.) and make genuine efforts to understand and respond fairly to requests/concerns.
- Ability to plan, coordinate, monitor and motivate the activities of others.
- Ability to pay attention to details in designing, implementing, and maintaining systems, projects and programs.
- Valid driver's license, insurance and vehicle are required.
- Must submit to a Criminal Background Check.

Education and Experience:

- Bachelor's degree or equivalent required; master's degree in a related field desirable.
- One to three years of program related experience and sensitivity in working with individuals and families required.
- Two or more years of experience in employment services is preferred.
- Cultural knowledge of the American Indian community preferred.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Kristin Kinney, AIFC Executive Director at Kristin_kinney@aifc.net. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!