

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Youth Engagement Specialist

**Application Deadline: November 11, 2019**

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

*Note: Some Evening and Weekend Hours Required.*

\$35,000-\$42,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

**Position Title:** Youth Engagement Specialist

**Reports To:** Youth Services Manager

**Position Description:** The Youth Engagement Specialist provides direct services to youth and their families in fulfilling the goals and outcomes of the Waaban Ogimaawag (Tomorrow's Leaders) Native Youth Program, which offers a culturally specific and holistic service model for American Indian Youth. The work of the Youth Engagement Specialist will aim to increase leadership skills of Youth participants and increase intergenerational engagement.

### **Specific Job Tasks:**

- Support and adhere to established policies and agreements of the Waaban Ogimaawag program and Youth services.
- Actively conduct community outreach, engagement and recruitment for program activities.
- Collaborate with community agencies to foster a close relationship and work toward an integrated service model.
- Establish relationships with community partners, key stakeholders and community members.
- Facilitate and/or attend department and program team meetings on a regular basis.
- Work with Youth Services team, AIFC Interdisciplinary team and other agencies to ensure proper care coordination for all Youth participants.
- Facilitate and provide oversight to the Native Youth Advisory Council, including the coordination of presentations to the AIFC's Board of Directors.
- Plan and coordinate 10 intergenerational community activities annually, facilitating the outreach and participation of Youth, Elders and community members.
- Plan and coordinate 20 food sovereignty and traditional teaching lessons annually.
- Connect and coordinate youth with community activities.
- Monitor and maintain accurate records including workplan objectives and activities, data tracking, client files, evaluation and reporting requirements.
- Support and collaborate on workplan objectives and activities with the Waaban Ogimaawag Program Youth Services Team.

- Support the work of AIFC volunteers and interns.
- Other duties as assigned.

### **Required Knowledge, Skills and Abilities:**

- Knowledge of American Indian culture and heritage.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong organizational, oral and written communication.
- Must understand and maintain confidentiality.
- Demonstrated strong interpersonal skills with a large range of populations.
- Exhibit superior attention to detail, with strong organizing and planning skills.
- Display ability to interact effectively as a member of a team and work collaboratively with others.
- Plan, coordinate, monitor and motivate the activities of others.

### **Education and Experience:**

- Bachelor's Degree or equivalent in related field required.
- One to three years of program related experience and sensitivity in working with individuals, families and youth required.
- Cultural knowledge of the American Indian community required.
- Experience with Microsoft Office Suite and Outlook products required.
- Must possess a valid MN Driver's License, Proof of Insurance and reliable transportation.
- Must submit to a Criminal Background Study.

### **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.
- The Youth Engagement Specialist must have the ability to participate in youth related activities that may require physical exertion such as standing and walking for extended periods of time.

Interested applicants can submit resumes and letters of interest to Kristin Kinney, AIFC Executive Director at [Kristin\\_kinney@aifc.net](mailto:Kristin_kinney@aifc.net) by November 11, 2019 @ 5:00pm. Selected applicants will be contacted to arrange an interview.

**AIFC thanks you for your interest!**