

JOB ANNOUNCEMENT

Position: Youth and Community Coordinator
Base Salary: \$39,360 – \$47,760 DOE&E
Hours: Full-Time (40 hours week)
Schedule: Monday– Saturday. The schedule will vary.
Status: Non-Exempt, 90-day probation period
Benefits: Paid-Time Off, Holiday Pay, Retirement, Medical, Dental, Vision
Organization: Native Community Development, Inc. (dba NATIVE, Inc.)
Report to: Director of Education Programs
Location: Bismarck, North Dakota
Closing Date: January 25, 2022

MISSION STATEMENT: Our mission is to create safe and inclusive communities within urban areas across North Dakota through affordable housing, culture, education and workforce and economic services. NATIVE, Inc. website: <https://www.ndnadc.org>

JOB SUMMARY: The Youth and Community Coordinator functions of this position include conducting intakes and assessments for adult, youth, and family clients, demonstrating knowledge of community resources, navigation and coordination and referrals to identified services and resources, access to recovery and prosocial diversion activities for youth and families encountering the juvenile justice system for the first time. Provide youth and community program and event coordination.

DUTIES AND RESPONSIBILITIES

- Coordinate the programs in the events calendar. Assist the Director of Education and Cultural Coordinator with developing the monthly events calendars.
- Aid instructor/facilitator during programs.
- Collect, scan and file membership applications, registration forms, sign-in sheets, and pre/post surveys and submit copies to the Director of Education Programs.
- Submit authorized program participant contact information to the Marketing specialist.
- Set budgets and contracts for each program.
- Create a timeline to order supplies and food on a weekly basis.
- Coordinate program details with contractors providing instruction and/or facilitation.
- Conduct outreach to recruit participants into NATIVE, Inc. programs.
- Serve as the point of contact to respond to inquiries of all programs on the events calendar.

- Work with Native American liaison staff in public schools and other partners within the community to register, recruit and track and report participants to programs in NATIVE, Inc.'s Great Plains Indians Youth and Family Engagement Center.
- Provide family peer support and referrals to appropriate resources as needed.
- Make referrals to other NATIVE, Inc. programs and external programs.
- Work with the community, school staff, parents, and youth to improve our programs.
- Develop and update and file community resources.
- Provide booth outreach upon request.
- Participate in advocacy and fundraising activities related to the organization when appropriate.
- Provide other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have at a minimum an associate degree in human services or a related field of study.
- Must have a minimum of one year of experience working with youth and families.
- Must have a valid driver's license.
- Must pass a criminal background check and drug test prior to being hired.

PREFERRED QUALIFICATIONS:

- Preference is given to a bachelor's degree in human services or related fields with at least one year of experience.

KNOWLEDGE, SKILLS, & ABILITIES:

- Must demonstrate strong organizing and coordination skills.
- Must demonstrate creativity and be a self-starter.
- Must have strong interpersonal skills.
- Must have strong analytical problem solving abilities.
- Energized, challenged, and inspired by working in communities of diversity.
- Excellent communication skills (written and verbal).
- Must have experience working in a professional setting.
- Must demonstrate cultural competencies in working with Native American populations.
- Must have strong computer and Microsoft office software experience.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS:

- Handle multiple tasks and priorities in a high-paced environment.
- Extended sitting, standing, stair climbing, and light lifting to 10 lbs.
- Travel for training may be required on occasion.

COMPENSATION:

NATIVE, Inc. offers a salary commensurate with experience, as well as excellent benefits and perks including but not limited to:



2403 East Thayer Avenue Bismarck ND 58501
Tel: (701) 595-5181 | Email: info@ndnadc.org
Website: www.ndnadc.org

- Paid Time Off
- Holiday Pay
- Retirement
- Medical
- Dental
- Vision

EQUAL EMPLOYMENT OPPORTUNITY

NATIVE, Inc. does not discriminate based on race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act except as allowed by the Indian preference provision of the civil rights act of 1964, as amended. Applicants must be legally authorized to work in the United States. Drug Free Workplace. No relocation available. Employment offers are contingent upon successful completion of a background check. Applicants are responsible for providing proof of enrollment of a federally recognized tribe **if Indian preference is claimed**. Failure to provide proof will result in loss of Indian preference in employment. Applications and required supporting documents received after the closing date and time of a job posting will NOT be considered. Upon selection of employment, applicants are responsible to obtain and complete a Transcript Request Form from the last institution attended.

APPLICATION DEADLINE: Employment application and required documentation must be submitted to NATIVE, Inc. by 11:59 p.m. (CST) on the closing date—**January 25, 2023**.

TO APPLY:

1. Go to NATIVE, Inc. website: <https://www.ndnadc.org/jobs> and download and complete the employment application or stop by and pick up an employment application at the Native American Development Center.
2. Submit completed employment application with a copy of resume, copy of transcripts (if awaiting degree), copy of degree/certifications and a copy of tribal enrollment (if Indian preference is claimed).

TO SUBMIT:

1. Drop off at the Native American Development Center: 2403 E. Thayer Avenue Bismarck, ND 58501
2. Mail to: Native American Development Center c/o Human Resources: 2403 E. Thayer Avenue Bismarck, ND 58501
3. Scan/Email: hr@ndnadc.org