



Position Description

Job Title:	Youth Program Coordinator or Specialist
Reports To:	Community Services Director
Supervises:	None
Classification:	Hourly
Anticipated Starting Salary:	Coordinator - \$18.00 – \$20.99/hour Specialist - \$21.00 - \$24.00/hour Full-time, benefit-eligible

The initial review date for this position will be December 4, 2023. Submissions received after this date **may** be considered at the discretion of the hiring committee.

Position Summary

Working collaboratively with multiple programs in the Tribe, the Youth Program Coordinator (YPC) or Youth Program Specialist (YPS) is responsible for planning, developing, and delivering program activities for Mechoopda Tribal youth. These activities may be social or cultural in nature, but will be geared towards outreach and inclusion of all Mechoopda Tribal youth. One specific goal of this position will be to develop and deepen political consciousness for future generations by developing a Tribal Youth Council. The YPC/YPS reports directly to the Community Services Director (CSD). This position will receive training and support (as needed) from the CSD and other team members to fulfill these responsibilities.

Youth Program Coordinator responsibilities may include, but are not limited to:

- Under direct supervision, support implementation of age-appropriate, culturally responsive and sustainable programs, groups, and activities
- Working with the Cultural Department, ensures Tribal youth services and programs are delivered in a culturally respectful and sustainable manner
- Coordinate outreach activities to engage with Mechoopda Tribal youth and increase participation
- Working with the CSD and the Tribal Council, develop and implement program for Tribal Youth Council
- Secure support of program activities by key stakeholders (i.e., parents, community members, other youth groups etc.)
- Working across programs, integrate youth programming to include areas for educational, cultural, and social activities
- Assist with grant applications, reporting, and evaluation activities
- Assist in partnerships that engage key stakeholders and community members in addressing Tribal youth priorities and meeting deliverables

- Attend local, regional, and/or national trainings or conferences to maintain technical skills necessary to maintain program and grant compliance
- Other program duties, as assigned

Youth Program Specialist (In addition to the YPC responsibilities)

- Under general supervision, develop, implement, and evaluate programming and events for Mechoopda Tribal youth
- Research and prepare grant applications and budgets for submission
- Seek and develop new partnerships with other organizations to enhance programming offerings for Mechoopda Tribal youth
- Supervise and mentor youth leaders to develop and implement youth-led campaigns for the Tribe

Minimum Qualifications

Youth Program Coordinator

These entry qualifications would normally be obtained through a completed high school degree combined with one year of related work experience:

- Strong customer service skills
- Ability to collect data and prepare written reports based on given information
- Ability to work both independently and as a part of a team
- Experience with or desire to work with youth or tribal programs
- Excellent verbal and written communication skills
- Basic proficiency with Microsoft Windows and Office (Word, Excel, Outlook)
- Ability to create basic marketing materials such as flyers and social media posts
- Ability to critically analyze and creatively solve problems
- Ability to understanding and follow existing policies and procedures
- Ability to work individually and as part of a team in a diverse work place with people of varying cultures and backgrounds
- Ability to quickly learn new office support technology systems and software packages

Youth Program Specialist (In addition to YPC requirements)

- Two years of experience coordinating, implementing, and/or evaluating youth and/or grant funded programs
- Experience directly managing budgets and tracking expenses
- Experience developing and evaluating policy directives, changes, and program compliance
- Strong communication and facilitation skills with all levels of an organization

Preferred Qualifications

- Knowledge of traditional, cultural and spiritual practices of the diverse American Indian/Alaskan Native community, as well as ability to work with other racially, culturally, ethnically, and financially diverse populations
- Above average proficiency with Microsoft Office
- Experience with Google Docs, Sheets, Forms, or Drive
- Experience working with Native American communities

Additional information

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 40 lbs.
- Must be able to work nights and weekends as needed
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.
- All offers of employment are contingent upon:
 - successful completion of background check with adjudication;
 - successful reference check.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.