

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Youth Empowerment Specialist

### **Application Deadline: Open until filled**

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 Empowerment Specialist

**Reports To:** Youth Services Manager

**Position Description:** The Waaban Ogimaawag (Tomorrow's Leaders) program is AIFC's culturally specific, holistic and family-centered intervention program for youth and their families experiencing stress, communication, relationship and life challenges through intergenerational engagement with Elders. The Youth Empowerment Specialist provides direct services to youth and their families in fulfilling the goals and outcomes of the Waaban Ogimaawag Native Youth Program. The work of the Youth Empowerment Specialist will aim to address educational and workforce engagement with a goal to instill in Youth the skills and confidence of increased self-sufficiency.

### **Specific Job Tasks:**

- Support and adhere to established policies and agreements of the Waaban Ogimaawag program and youth services.
- Actively conduct community outreach and engagement for program activities
- Actively recruit youth participants for program activities.
- Collaborate with community agencies to foster a close relationship and work towards 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 weekly career exploration sessions for youth participants.
- Coordinate post-secondary exploration events for Youth participants.
- Facilitate and monitor weekly tutoring and academic support services for Youth participants.
- Facilitate and coordinate the Four Directions program in partnership with the Saint Paul Public School Indian Education Department and St. Paul College.
- Serve as an academic retention and success liaison, connecting youth and families to resources and education administrations.
- 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 skills.
- 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 a 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 Empowerment 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 Arlene Fairbanks, AIFC Business and Personnel Manager, at [arlene.fairbanks@aifcmn.org](mailto:arlene.fairbanks@aifcmn.org). Selected applicants will be contacted to arrange an interview.

**AIFC thanks you for your interest!**