

American Indian Family Center

Job Posting

Where American Indian Families Thrive!



Elder Services Coordinator

Application Deadline: Open Until Filled

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

Note: Some Evening and Weekend Hours Required.

\$50,000-\$60,000 (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: Elder Services Coordinator

Position Description: The Elder Services Coordinator provides direct services and oversight to services to Native Elders in fulfilling the goals and outcomes of the Thánkake project, which offers a culturally specific and holistic service model for American Indian Elders in the 7-county Metropolitan area.

Major Areas of Responsibility: This position will coordinate and oversee the Thánkake (Wise Person) Elder Program at the American Indian Family Center. Coordination and oversight of this program includes various responsibilities associated with, but not limited to, data tracking, program reporting and evaluation, community outreach and engagement and the potential of future direct supervision to the Elder Services Team.

Specific Job Tasks:

- Support and adhere to established policies and agreements of the Thánkake (Wise Person) Elder Program and Elder Services of the AIFC.
- Assist with recruitment, outreach and engagement.
- Hire, train, and provide ongoing oversight to all Thánkake project staff.
- Establish and review work plan activities.
- Plan and lead intergenerational community activities, connecting youth to elders and strengthening families.
- Establish relationships with community partners, key stakeholders, and community members.
- Coordinate services with the Wisdom Wellness Clinic team including transportation and schedule management of preventative healthcare services.
- Work with project partners to plan and facilitate events for Thánkake project participants to come together and focuses on culture, engagement, and community connections.

- Coordinate care and services between AIFC, Elder's Lodge, Wisdom Wellness and other partners serving Native Elder project participants.
- Collect and analyze project data for evaluation.
- 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.
- Previous experience in program management, including data tracking, evaluation, reporting and budget knowledge is strongly preferred.
- 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:

- A minimum of five years of program related experience and sensitivity in working with individuals, families and youth required.
- Cultural knowledge of the American Indian community required.
- Elder care advocacy experience preferred.
- 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.

Interested applicants can submit resumes and letters of interest to Careers@aifcmn.org.
Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!