

# American Indian Family Center

## Job Posting

*Where American Indian Families Thrive!*



## Family Services Manager

**Application Deadline: Open Until Filled**

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

***Note: Occasional Evening and Weekend Hours.***

**\$55,000 - 80,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, generous 403B retirement fund employer contribution, paid holidays and generous PTO accrual.**

**Position Title:** Family Services Manager

**Reports To:** Program Services Director

**Position Description:** Family Services Manager will dedicate their time to the proposed services, responsible for the implementation and oversight of the proposed direct services and activities, supervising the direct service project staff and coordinating the assessment and capacity building activities including outreach, retention and community partnership deliverables.

### **Specific Job Tasks:**

- Support and adhere to established policies and agreements of AIFC programs and services
- Hire and train program staff
- Provide oversight of Family Services, including Father & Men's & Mother & Women's programming
- Establish and review work plan activities
- Manage collection, evaluation and reporting of data
- Collaborate with tribal, organizational, community partners, and key stakeholders regarding AIFC Family Services
- Conduct performance measurement and Continuous Quality Improvement (CQI) activities
- Participate in grant funded trainings, meet report deadlines and ensure appropriate evaluation is conducted

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

- Knowledge of/experience working with the Saint Paul American Indian Community
- A positive role model
- Cultural knowledge of and passion to serve the American Indian community required

- Interpersonal and excellent organizational, written and oral communication skills
- Ability to work independently and cross-functionally
- Experience using or willingness to learn Microsoft Office Suite required
- Must possess a valid MN Driver's License, Proof of Insurance and transportation
- Must submit to a Criminal Background Study

### **Education and Experience**

- Bachelor's degree in related field preferred
- Minimum of 3-5 years of experience working in program services delivery, program evaluation, and supervising staff in a social service setting preferred
- Youth and family advocacy experience preferred
- Experience in home visiting services preferred

### **Physical Demands:**

The Family Services Manager must have the ability to participate in various activities that may require physical exertion such as standing and walking for extended periods of time.

### **Work Environment:**

AIFC is a low noise facility (under 30 dB) with private and shared offices and conference rooms.

### **How to Apply:**

- Go to [careers@aifcmn.org](mailto:careers@aifcmn.org) and submit your resume and a brief cover letter.