

American Indian Family Center

Job Description



Where American Indian Families Thrive!

Youth Services Manager

Application Deadline: Open Until Filled

Full-Time, Monday through Friday; Evening and Weekend Hours as needed

Salary: **\$50,000-\$60,000 Annually** (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 Services Manager

Reports To: Family & Youth Services Director

Position Description: The Waaban Ogimaawag (Tomorrow's Leaders) program is AIFC's culturally specific, holistic and family-centered intervention for youth and their families experiencing stress, communication, relationship and life challenges through intergenerational engagement with Elders. The Youth Services Manager is responsible for the oversight of these program services, ensuring the fulfillment of all goals and outcomes of the Waaban Ogimaawag Native Youth Program.

Major Areas of Responsibility: This position will coordinate and oversee the Waaban Ogimaawag Youth 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 direct supervision to the Waaban Ogimaawag Program Youth Services Team.

Specific Job Tasks:

- Support and adhere to established policies and agreements of the Waaban Ogimaawag program and youth services.
- Identify and coordinate community outreach, engagement and recruitment opportunities.
- 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.
- Provide supervisory support to Waaban Ogimaawag Youth Services staff.
- Monitor and maintain Waaban Ogimaawag Youth Services work plan activities and data collection.
- Complete all data tracking, evaluation and program reporting requirements for the Waaban Ogimaawag program Youth services.

- Participate in the planning and implementation of AIFC's social enterprise and youth work experience services.
- 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:

- Bachelor's Degree in related field required; Master's Degree in related field preferred.
- 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.