American Indian Family Center
Job Description

Where American Indian Families Thrive!

Elder Engagement Specialist
Application Deadline: Open Until Filled

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

Salary: $42,000-$50,000 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

Purpose of Position: The Elder Engagement Specialist supports the goals and outcomes of the Tháŋkake project by engaging Native Elders and coordinating culturally grounded intergenerational programming. The Specialist creates meaningful opportunities for Native Elders and American Indian youth to build relationships, share knowledge, strengthen cultural connections, and learn from one another. This role supports the development and coordination of intergenerational activities and community events that foster reciprocal learning, cultural continuity, and stronger connections across generations.

Reports to: Elder Services Manager

Responsibilities:

- Support outreach, engagement, and continued participation of Native Elders in Tháŋkake project activities.
- Plan, coordinate, and facilitate one monthly intergenerational activity that brings Native Elders and American Indian youth together to build relationships, share knowledge, and strengthen cultural connections.
- Support Elders in serving as teachers, mentors, leaders, and knowledge keepers by creating opportunities to share cultural knowledge, lived experiences, traditional teachings, and skills with younger generations.
- Coordinate reciprocal learning opportunities that recognize the knowledge and contributions of both Elders and youth, including youth-to-Elder technology sharing.
- Collaborate with Elder and Youth Services staff, Elders in Residence, and the Elder Advisory Council to develop culturally grounded activities that reflect participant interests, community priorities, and intergenerational learning goals.
- Coordinate event planning and logistics, including participant communication, scheduling, activity preparation, supplies, and community outreach to support successful and engaging programming.

- Monitor participant attendance and engagement and collect project data, participant feedback, and evaluation information to support program improvement and project outcomes.
- Perform other duties related to the successful implementation of the Tháŋkake project as assigned.

Qualifications:

- Bachelor's degree in a related field preferred, or equivalent combination of education and relevant experience.
- Experience working with Native Elders, youth, families, or community-based programming preferred. American Indian person preferred.
- Knowledge of and experience working with the Saint Paul American Indian Community.
- Knowledge of American Indian cultural practices, values, and protocols.
- Strong interpersonal, organizational, and communication skills.
- Ability to coordinate activities and events, manage multiple responsibilities, and work independently and collaboratively.
- Computer literate, including the ability to support participant communication, maintain program records, and collect project data.
- Must possess a valid MN Driver's License, proof of insurance, and transportation.
- Must submit to a Criminal Background Study.

Physical Demands: Must have the ability to participate in activities that may require physical exertion, including standing and walking for extended periods.

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