

## JOB DESCRIPTION

Job Number- 035

<b>JOB TITLE:</b>	Youth Outreach Coordinator
<b>JOB LOCATION:</b>	Eureka, CA
<b>SUPERVISOR:</b>	Assistant Director
<b>SUPERVISES:</b>	Youth Outreach Administrative Assistant
<b>STATUS:</b>	Non-Exempt
<b>COMPENSATION:</b>	\$60,000-\$65,000 Commensurate with Experience

**SUMMARY:** Located on the beautiful north coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

The Youth Outreach Coordinator will be responsible for coordinating with the NCIDC youth division staff which include the Del Norte Indian Education Center, Da'luk Program and Indigenous Education Advocacy Program. This position will conduct outreach and develop youth advocacy efforts for the NCIDC Youth division and the surrounding community. The Youth Outreach Coordinator will collaborate with the Da'luk Youth staff on completing the Da'luk Youth program reporting requirements. The Youth Outreach Coordinator will also handle coordination with partner organizations to leverage resources and develop the youth curriculum for various activities.

### RESPONSIBILITIES:

With a community and client service background, coordinator provides supervision, guidance and consultation for Youth Outreach program staff. Assist NCIDC in achieving maximum program efficiency to support youth leadership development and reduce substance use disorders in Native youth in Humboldt and Del Norte County by:

- Completing the program reporting requirements.
- Managing policies, procedures and forms in collaboration with the Da'luk Social Worker, Clinical Supervisor, and Assistant Director.
- Building relationships with tribal leaders, community members, and other stakeholders focused on education of substance use disorders and youth leadership development.
- Overseeing Youth Outreach staff work schedules, timesheets, and work reports
- Assists with Youth Division day-to-day duties: planning and coordinating convenings, events, and workshops, as needed. Assists with recruiting efforts for Youth Outreach community engagement and participation.
- Refer clients to appropriate community resources.
- Participate in trainings/ workshops to continue development, relating to Youth Outreach Program objectives.

**NORTHERN CALIFORNIA  
INDIAN DEVELOPMENT COUNCIL, INC.**  
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- Research and network to secure funding for Da'luk Program sustainability.
- Supervision of Administrative Assistant.
- And other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Social Work, Business Administration, or other related fields
- At least 1-2 years as a previous Program Coordinator professional or other experience in a relevant field, such as organizing, Tribal government, policy-advocacy, the non-profit or legal services sector, or education sector
- Understanding of unique issues facing Indigenous people and Native Americans in Northern California on substance abuse disorders, familiarity with current Indigenous movements, and passionate desire to advocate for the rights of Indigenous youth and affect make change in this region
- At least 1-2 year of office management, administrative, or assistant experience
- CA Driver's License and ability to travel on a regular basis, including overnight travel
- Dependable, punctual, and able to maintain a high level of confidentiality about sensitive and personal information
- Ability to plan and implement community meetings, trainings, and other events, including developing a timeline and materials and following up with participants
- Ability to submit clear and detailed reports in a timely manner
- Skilled in time management and able to stay on top of multiple deadlines
- High level of organization, attention to detail, and follow-through

**DESIRED QUALITIES:**

- Demonstrated success in building and maintaining relationships with Native communities, Native-led organizations, and Local Tribes;
- Demonstrated experience and effectiveness in coordinating and organizing logistics, meetings, events, and trainings;
- Familiarity with traditional and cultural protocols of tribes in Northern California;
- Knowledge of Tribal, local, county and statewide services addressing basic needs such as food, shelter, employment assistance, etc.
- Familiarity with, and commitment to, the mission and vision of the NCIDC
- Strong public speaking and meeting/training facilitation skills, especially when working with people from diverse backgrounds, professions or knowledge bases;
- Proficiency with computers, in particular Windows and Microsoft Office Suite, including Excel and PowerPoint, as well as social media tools like Facebook, Twitter, and Instagram.

**LANGUAGE ABILITY:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.

**MATH ABILITY:** Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

**EQUIPMENT/COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Word Processing software and spreadsheet software. Basic internet usage. Ability to use both a Macintosh computer and a Window-based computer is preferred but not required. Ability to set-up and use Zoom app to schedule distance meetings.

**CERTIFICATES AND LICENSES:** Valid California Driver's License, Valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain), ability to pass a Live-Scan background check and obtain mandated reporting training, and Mandated Reporter Certification (or willingness to obtain).

**WORK ENVIRONMENT:** The noise level is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:** Applicants should read the job description and fully understand the requirements set forth therein. Applicants offered a job agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of their ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. Applicant should understand that employment is at-will and thereby understand that the employer or the applicant may terminate the employment relationship at any time, with or without cause.

*Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.*