

JOB DESCRIPTION

Job Number 046

JOB TITLE: Youth Services Administrative Assistant
JOB LOCATION: Eureka, CA
SUPERVISOR: Chief Administrative Officer
SUPERVISES: NONE
FLSA Status: Non-exempt (Full-time or part-time. 4-month project)
COMPENSATION: \$16–\$18 per hour commensurate with experience

SUMMARY: Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. (NCIDC) 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.

NCIDC operates several youth programs to promote healing through culturally rooted lessons, to develop social/emotional competency, and to support training and development of youth advocates on policy, systems, and environmental change to prevent substance use, while promoting positive cultural identity and tribal wellness among middle and high school Native American students in Humboldt and Del Norte County. In collaboration with traditional cultural bearers, the youth programs cultivate healthy life outcomes for Native youth to flourish into future leaders. The program assistant will be assisting staff in the NCIDC youth services division as well as the Planner/Data Analyst with collecting and entering program data so that it may be analyzed and incorporated into reports. This is a grant-dependent position that ends 6/7/24, but there will likely be other NCIDC employment opportunities available for this staff person dependent upon performance and funding availability.

This is an in-person position. Remote work options will not be offered.

RESPONSIBILITIES:

- Assist with collecting and tallying program data, such as event registrations
- Assist with implementing evaluation surveys at events and program activities
- Assist with data analysis and the preparation of program reports
- Data entry
- Office/clerical support
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Understanding of unique issues facing Indigenous people and Native Americans in Northern California
- Experience with data entry and databases
- Dependable, punctual, and able to maintain a high level of confidentiality about sensitive and personal information;
- Understand basics of utilizing Microsoft Office, including Excel
- CA Driver's License, ability to be insured, and ability to travel occasionally

DESIRED QUALITIES:

- Demonstrated success in building and maintaining relationships with Native communities, Native-led organizations, and Local Tribes;
- Excellent communication skills, both on an individual level and in group environments
- Detail-Oriented

LANGUAGE ABILITY: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to community members 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, and advanced internet usage skills. Ability to use a MAC computer is preferred but not required.

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 finger, 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. 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 work environment change. I further understand that my employment is at- will and thereby understand that employer 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.