

JOB DESCRIPTION

POSITION: Youth Services Specialist
COMPENSATION: \$23 to \$27 per hour
SUPERVISOR: Youth Services Coordinator
JOB SITE LOCATION: Eureka, CA (with regional travel)

POSITION SUMMARY

The Youth Services Specialist supports and advances the implementation of NCIDC's Elevate Youth California (EYC) grant through leadership of culturally rooted, youth-led programming focused on substance use prevention, peer support, mentorship, and youth leadership development. This position works directly with Native youth and young adults ages 12–26 and serves as a key program resource with increased responsibility, initiative, and independent decision-making. The Specialist plans and facilitates activities, supports youth leadership bodies, coordinates partners, and ensures high-quality delivery of youth-centered services that promote wellness, cultural connection, and community empowerment.

REQUIREMENTS: Must have a bachelor's degree a minimum two years' experience working with youth or young adults. Applicants must demonstrate strong cultural responsiveness to Native communities, ability to work independently with minimal oversight, and capacity to pass all required background checks and have valid driver's license. Excellent communication, organization, reliability, and problem-solving skills are essential.

PREFERRED QUALIFICATIONS:

- Experience working with system-impacted youth.
- Knowledge of substance use prevention, healing-centered engagement, youth development, or culturally based wellness practices.
- Experience facilitating youth groups, workshops, or community events.
- Experience supporting grant-funded programs or reporting.
- Experience working for a Native American agency.

RESPONSIBILITIES:

Youth Programming & Support:

- Plan, facilitate, and coordinate youth-led wellness events, peer support activities, leadership trainings, and workshops.

Northern California Indian Development Council, Inc.
241 “F” Street, Eureka CA 95501

- Provide guidance, mentorship, and capacity-building support to Youth Ambassadors and Youth Advisory Board members.
- Serve as lead onsite staff for youth activities, ensuring safety, engagement, and cultural relevance

Outreach & Engagement:

- Lead outreach, recruitment, and engagement strategies to connect youth and families to EYC programming.
- Build and maintain collaborative relationships with schools, Tribal entities, service providers, and community partners.

Administrative & Grant Support:

- Independently manage attendance tracking, data collection, surveys, and required grant documentation.
- Assist with narrative and data reporting requirements for the Elevate Youth California grant.
- Provide program insights, recommendations, and feedback to the Youth Services Coordinator.

PHYSICAL REQUIREMENTS:

- Ability to sit or stand for extended periods.
- Ability to lift up to 25 pounds occasionally.
- Ability to travel long distances by car across rural regions.
- Ability to work in office environments and Tribal community settings.
- Ability to use computers, phones, and standard office equipment.

WORK ENVIRONMENT & TRAVEL:

Work is primarily office-based with regular travel to youth program sites, community events, and Tribal communities. Occasional evening or weekend hours may be required to support youth activities. Must possess a valid California Driver’s License.

Native American Hiring Preference Applies; In accordance with P.L. 93-638 and NCIDC policy, qualified Native American applicant.