

JOB DESCRIPTION

Job Number – 035

JOB TITLE:	Youth SUD Prevention Program Coordinator
JOB LOCATION:	Eureka, CA
SUPERVISOR:	Assistant Director
SUPERVISES:	Youth SUD Prevention Clinical Social Worker and Administrative Assistant
STATUS:	Exempt
SCHEDULE:	Monday–Thursday 9:00 a.m. to 6:00 p.m. (40 hours per week).
COMPENSATION:	\$59,280.00 per year
DEADLINE:	June 12, 2020, 5:00 p.m.

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.

NCIDC is starting a new Youth Substance Use Disorder Prevention program for 7th to 9th grade Native American youth with a grant received by the Sierra Health Foundation. Funding will be used to increase youth understanding of substance use disorders, reduce community and individual stigma of use and treatment, increase recognition of the chronic nature of the disease of addiction, and build substance use disorder prevention education into community outreach and services. In addition, this program aims to invest in youth empowerment, leadership, and development by building the social and emotional competence that facilitates Native youths' resistance to drug use, and by developing their skills in enacting community change. The project will run through November 2022.

The Youth SUD Prevention Program Coordinator will be responsible for managing the Youth SUD program staff and completing the program reporting requirements. The Youth SUD Prevention Program Coordinator will also handle coordination with partner organizations to leverage resources and develop the youth curriculum for various activities.

RESPONSIBILITIES:

Assist NCIDC in achieving maximum program efficiency to reduce substance use disorders in Native youth in Humboldt County by:

- Completing regular reports of youth activities, youth progress, youth listening sessions, and any other program reports as necessary

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- Working with the SUD Social Worker to organize program activities and ensure that they run smoothly
- Building relationships with tribal leaders, community members, and other stakeholders focused on education of substance use disorders.
- Coordinating with local Tribes, American Indian elders, and community leaders to incorporate unique local cultural practices into program activities
- Supporting youth advocacy campaigns and public education efforts
- Preparing paperwork and coordinating with SUD Social Worker and fiscal staff on ordering necessary materials and/or food for youth activities
- Overseeing staff work schedules, timesheets, and work reports

May also be asked to chaperone youth on outdoor activities or trips to leadership development opportunities, as allowable by COVID-19 regulations.

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 peoples 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
- Other duties as assigned.

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;
- History of living in or working with Indigenous communities, preferably in Northern California;
- Familiarity with traditional and cultural protocols of tribes in Northern California;
- Familiarity with, and commitment to, the mission and vision of the NCIDC

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- 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. Macintosh experience preferred but not required.

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, clean DMV record for the last four years. Valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain), ability to pass a fingerprint and background check, and obtain a Negative TB test result.

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. 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:

I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my 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

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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. I further understand that my employment is at-will and thereby understand that the Market or I may terminate the employment relationship at any time, with or without cause.

Employee Signature

Date

Employee Name, Printed

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