

JOB DESCRIPTION

Job Number 041

JOB TITLE: Planning Assistant
JOB LOCATION: Eureka, CA
SUPERVISOR: Planner/Data Analyst
SUPERVISES: None
FLSA Status: Non-exempt (Part-time or full-time)
COMPENSATION: \$20 - \$22 per hour

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.

The Planning Assistant will work closely with the Planner/Data Analyst in assisting with community and economic development plans, managing data for our current grants and following each grant-making organization's reporting guidelines. The desired candidate will help the Planner/Data Analyst with the process of preparing and supplying progress reports when required by a grant-making organization that has funded a project or program. This position will assist with data collection, data entry, and tracking for reporting purposes. The Planning Assistant may be asked to help write proposals and gather and consolidate data for the purpose of applying to new grant opportunities for the organization.

This is an in-person on-site position. The Planning Assistant position is currently grant-funded and approved for a set number of hours. Applicants can choose to work full-time (40 hours per week) for a period of one year, or part-time for a longer period.

RESPONSIBILITIES:

- Data entry
- Assist with research and data analysis
- Assist with processing program applications and services
- Office/clerical support
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Associate's degree or higher in Sociology, Economics, Social Work, Statistics, Native American Studies, or another related field, OR two years of relevant experience
- Understanding of unique issues facing Indigenous people and Native Americans in Northern California
- Experience with conducting online research and data analysis
- Dependable, punctual, and able to maintain a high level of confidentiality about sensitive and personal information

DESIRED QUALITIES:

- Bachelor's degree in Sociology, Economics, Social Work, Statistics, Native American Studies, or another related field
- 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.

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.

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.