



COQUILLE INDIAN TRIBE

Job Title: Youth Education Coordinator
Department: Culture Education and Learning Services (CELS)
Reports to: Assistant CELS Director
FLSA Status: Non-Exempt Full – Time
Salary Grade: \$20.95 - \$34.04
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Assistant CELS Director, the Youth Education Coordinator provides education expertise and support to all Coquille Tribal families, while providing the lead operation of the grade K-7 content to the Learning Center After School and Summer Youth programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for making regular contact with students and parents, connecting families with services and resources in relation to education goals and student success.
2. Foster and build education confidence in tribal youth, and support families that are inquiring or requesting education assistance.
3. Design a summer program for the Learning Center that includes age appropriate and cultural, place-based curriculum, and is balanced with daily outdoor recreation and physical activity.
4. Develop, manage and implement an after-school program and summer school program for tribal youth age 5 to 12.
5. Ensure that program implementation is based on trauma informed care, while promoting health, culture, and education initiatives.
6. Supports connecting tribal youth with positive social interactions and introduces healthy lifestyle choices, using outreach activities as a connectivity tool.
7. Work closely with the Cultural Activities Coordinator to ensure advancement of culture curriculum; incorporate culturally significant field trips.
8. Work closely with the Tribal Youth Opportunities Program in developing mentorship opportunities that foster relationship building among tribal youth in both programs.
9. Assist in multi-departmental coordinated efforts to assess the needs of students and families; support and provide information and resources as appropriate.
10. Participate in family advocacy, educational, and support meetings for Tribal youth.
11. Support, coordinate, and organize tutoring and tutoring resources for tribal youth, regardless of residence.

12. Engage in local education agency consultation, coordination, including supporting the efforts of education initiatives, such as the Tribal Attendance Promising Practices (TAPP) and the Government-to-Government Education Cluster.
13. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent written and verbal communication skills at all times., especially in working with families and students.
2. Must possess good public and interpersonal relationship skills. Ability to meet and work with a variety of individuals exercising tact, diplomacy and mature judgement; remaining pleasant, courteous and professional in stressful situations.
3. Solution focused orientation, based on family strengths.
4. Ability to foster equity, diversity, and inclusion, while promoting individual differences that are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
5. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
6. Knowledge of trauma informed care.
7. Provide subject matter expertise in departmental planning, policies, and operations.
8. Ability to make decisions independently in accordance with established policy and procedures.
9. Possess a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
11. Ability and willingness to manage a flexible work schedule with self-discipline, including travel, various hours and possible weekends/evenings, as well as work days at other Tribal locations.
12. Proficient knowledge in youth development framework and experience with American Indian populations.

REQUIRED QUALIFICATIONS

- A. Associate degree and a minimum of five-year's experience leading youth education programs.
OR
Bachelor's degree in education or family services, with 2 years of experience leading youth education programs.
- B. Experience working directly with youth and families around education, tutoring, advocacy programs required.
- C. Exhibits the soft skills necessary for making youth and family connections, including compassion, patience, and understanding.

- D. Knowledgeable in appropriate behavioral intervention strategies.
- E. Communication skills as relates to working with native populations and underrepresented populations that focus on building trust and collaborative relationships with students and families.
- F. Ability to present oneself professionally.
- G. Program planning and implementation experience required.
- H. Knowledgeable about local and state educational institutions preferred.
- I. Previous experience working with Tribal populations desired.
- J. Demonstrate ability to work effectively as a team member
- K. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- L. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- M. First Aid/CPR certification required or ability to obtain within 90 days of employment.
- N. Ability to adhere to strict confidentiality policy.