



Job Title: Youth Education Coordinator
Reports to: Education Programs Manager
Department: Culture, Education, and Learning Services (CELS)
FLSA Status: Non-Exempt
Salary Grade: \$27.21 - \$38.09
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 Education Programs Manager, the Youth Education Coordinator provides education expertise and advocacy to all Coquille Tribal families. This position is the lead on youth education support to all tribal families and develops, manages, and implements the Learning Center After-School and Summer Youth programs. Supervises Youth Services Advocate and Youth Program Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Communicates regularly with students and parents, connecting families with services and resources in relation to education goals and student success.
2. Provides important education advocacy for tribal students in public and private school systems; assists families in negotiation special education plans and other issues that may arise in K-12 education systems.
3. Creates and implements schedules and activities for the youth summer program and after school program that includes age-appropriate and cultural, play-based curriculum, and is balanced with daily outdoor recreation and physical activity.
4. Collaborates with other tribal department staff to provide services for youth and families.
5. Collaborates with educational staff to support the specific needs of Tribal youth, help meet educational goals, and support absenteeism initiatives.
6. Supports connecting Tribal youth with positive social interactions and promote healthy lifestyle choices, using outreach activities as a connectivity tool.
7. Collaborates with the Cultural staff to ensure advancement of culture curriculum; incorporates culturally significant field trips.
8. Coordinates with internal and external resources to develop mentorship opportunities that foster relationship building among tribal youth.
9. Supervises temporary employees assigned to the youth program; assists with orienting, training, assigning and delegating work; coaching and providing feedback.
10. Assists with multi-departmental coordinated efforts to meet the needs of students and families; supports and provides information and resources as appropriate.
11. Participates in family advocacy, educational, and support meetings for Tribal youth.
12. Supports, coordinates, and organizes tutoring and tutoring resources for tribal youth, regardless of residence.
13. Engages in local education agency consultation and coordination, and supports the efforts of education initiatives, such as the Tribal Attendance Promising Practices (TAPP).

14. Establishes and maintains effective working relationships with Tribal youth and families, local and state agencies, school districts, local education institutions, staff and other Tribal departments, community members, and the general public.
15. 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 standing, sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional walking and stooping, kneeling, crouching or crawling. Work is generally performed in an office setting and occasionally outdoors. Evening, weekend and overnight work may be required. Work involves occasional exposure to excessive noise. 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 workdays at other Tribal locations.
12. Ability to operate Tribal vehicles for transport.
13. Proficient knowledge in youth development framework and experience with American Indian populations.

QUALIFICATIONS

1. Associate's degree in a relevant field and three years of experience directing youth education programs required. Bachelor's degree in education, or a relevant field, with one year of experience leading youth education programs preferred.

2. Cultural competencies in Coquille traditions and customs through knowledge of cultural lifestyle, resources, practices, tools, and deliverables strongly preferred.
3. Experience working directly with youth and families around education, tutoring, or advocacy programs required.
4. A combination of formal education, training, and related work experience may be considered.
5. Exhibits the soft skills necessary for making youth and family connections, including compassion, patience, and understanding.
6. Knowledgeable in appropriate behavioral intervention strategies.
7. Communication skills related to working with native populations and underrepresented populations that focus on building trust and collaborative relationships with students and families.
8. Ability to present oneself professionally.
9. Program planning and implementation experience required.
10. Knowledgeable about local and state educational institutions preferred.
11. Previous experience working with Tribal populations desired.
12. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
13. 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.
14. First Aid/CPR/AED certification required or ability to obtain within 90 days of employment.
15. Food Handler's certification required or ability to obtain within 90 days of employment.
16. Ability to adhere to strict confidentiality policy.