



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard

Sacramento, California 95834

(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: CPY Program Coordinator
(Open)

CLOSING DATE: August 4, 2017

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING SALARY: \$1,019.60 to \$1,218.40 Weekly
DOE

CONTACT PERSON: Diana Alvarez, HR Manager

RESPONSIBILITIES: The CPY Program Coordinator shall oversee the activities of the Career Pathways for Youth (CPY) Program. Shall supervise the Youth Coordinator position located in Chicago at the Chicago Based Operations (CBO) and the Youth Coordinator positions located in California at RFO, SFO and EFO. Shall be responsible for the implementation of CPY program including monitoring of CPY field operations to insure compliance and provide technical assistance on an ongoing basis. Shall insure all activities are operating at an acceptable level with respect to program goals and objectives. Shall insure all activities are in compliance with all applicable rules and regulations. Shall insure time frames are met. Shall prepare program plan, budget and program reports.

REQUIREMENTS: At least three (3) years program management experience preferably with federally funded programs demonstrating the knowledge and abilities; and a Bachelor's degree in Business Administration, Social Work or related field. A valid California driver license, own automobile, good driving record and adequate insurance.

KNOWLEDGE OF: Federal employment and training programs; rules and regulations governing federally funded programs; program services available; off site management principles and techniques; computer operations including web based conferencing methods.

ABILITY TO: Supervise and direct subordinate staff; interpret federal regulations, program policies, and technical manuals; plan, develop and review program planning, program budget, expenditures and field operations; analyze, assess and measure effectiveness of CPY program activities and develop changes when necessary; respond to common inquiries or complaints from subordinate staff, clients or members of the community; present information effectively to management, clients, and public agencies; organize and maintain records and prepare reports; operate computer equipment including digital media applications or programs; travel on a regular basis.

OTHER QUALIFICATIONS: Strong supervisory, communication, analytical, and problem solving skills. Have a strong work ethic and be dependable. Understanding of social medial communications and career pathways.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and received by August 4, 2017 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

Successful completion of a criminal history background check will be required of the candidate selected for this position.

CIMC is an Equal Opportunity Employer/Program

Auxiliary Aids & Services are Available Upon Request to Individuals With Disabilities

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