



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: Education Coordinator

CLOSING DATE: Open Until Filled

WORKSITE: TBD

STARTING PAY: \$22.60 - \$23.75 per hour
DOE

CONTACT PERSON: Jovelle Schuyler
Human Resource Manager

RESPONSIBILITIES: The Education Coordinator shall be responsible for providing direct integrated program services to program clients including program intake, eligibility determination, educational assessment, appropriate program placement, monitoring, educational planning and all other program administration for the CDBG CV2/3 project "CIMC COVID Education Recovery Project".

REQUIREMENTS: Two (2) years educational development and project management work experience with youth and Native American community demonstrating the knowledge and abilities; and an A.A. degree with major work in education or related field. Qualified work experience may be substituted for the educational requirements on a year-for-year basis. Must have a valid California driver license, good driving record, own transportation, and adequate insurance.

KNOWLEDGE OF: Educational policies and programs; eligibility requirements, allowable activities, and program services available; case management on a one-to-one or group basis; interviewing methods and techniques; current computer operations and applications; and Microsoft Office programs.

ABILITY TO: Analyze and interpret program policies, and procedures; obtain information from clients concerning educational related needs; relate and establish a working rapport with the Native American community and school systems; effectively develop educational pathways; present information effectively to management, clients, and partners; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet and database programs; and travel on a regular basis.

OTHER QUALIFICATIONS: Must possess strong communication, organizational, analytical, and problem-solving skills. Possess a strong work ethic and be dependable.

GENERAL INFORMATION:

CIMC Applications are available at www.cimcinc.org. CIMC offers a competitive benefit packet.

Attention to: Jovelle Schuyler, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to recept@cimcinc.com for consideration, until this position is filled. 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.