



## 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](http://www.cimcinc.org)

# JOB ANNOUNCEMENT

POSITION: Youth Leader  
(Open, part-time)

WORKSITE: TBD

CLOSING DATE: Open Until Filled

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

CONTACT PERSON: Jovelle Schuyler  
Human Resource Manager

**RESPONSIBILITIES:** Each Youth Leader shall start a youth group to provide a safe space for Native youth and prevent substance abuse. Shall conduct engaging, preventative activities, such as classes on cultural cooking, generational and historical trauma, reducing stigma and/or substance abuse. Shall collaborate with other Youth Leaders and community to host an annual youth leadership conference where a minimum total of thirty (30) youth per year will learn about leadership, policy, motivation etc. Shall attend CIMC Geographic Service Area quarterly meetings.

**REQUIREMENTS:** Two (2) years of related work experience demonstrating the skills, knowledge, and abilities, and an Associate's degree with major work in Education or related field, or any equivalent combination of education, training, and experience. Letter of recommendation from a current tribal office member.

**KNOWLEDGE OF:** Project objectives and allowable activities; California tribes and its youth; standard systems and procedures for keeping complete records; data entry methods and techniques; Microsoft Office programs; online communication principles and practices.

**ABILITY TO:** Communicate effectively; work with people from diverse backgrounds and skill levels; organize and maintain records including electronic records; navigate and communicate through social media and video/audio/chat/phone conferencing platforms; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet, and database programs; travel on a regular basis.

**OTHER QUALIFICATIONS:** Effective verbal and written communication skills. Strong interpersonal, organizational, and leadership skills, and commitment to productive collaborations. Possess a valid California driver's license, good driving record, own transportation, and adequate insurance.

**GENERAL INFORMATION:** CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org)

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 [receipt@cimcinc.com](mailto:receipt@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.