



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: Innovation Youth Coordinator
(Open)

CLOSING DATE: Open Until Filled

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

PAY RANGE: \$30.40 – \$31.94 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Innovate Youth Coordinator shall be responsible for the overall success of the project's Youth Leaders as they start peer-led Native youth groups in their respective regions (i.e., Northern, Central, and Southern California), including but not limited to project planning, project administration, monitoring, and reporting activities. Shall ensure that all activities are in compliance with applicable objectives and promote respectful interactions. Shall ensure that all activities are operating at an acceptable level with respect to project goals and objectives. Shall ensure that project time frames are met and grant reports are submitted timely.

REQUIREMENTS: At least two (2) years of related work experience demonstrating the skills, knowledge, and abilities, and a Bachelor's degree with major work in Education or related field, or any equivalent combination of education, training, and experience.

KNOWLEDGE OF: Innovate Youth Project objectives and allowable activities of the grant; California tribes and its youth; regulations and procedures; online communications principles and guidelines; Microsoft Office programs.

ABILITY TO: Plan, design, and review project operations; interpret and translate applicable laws, rules, and regulations; analyze, assess, and measure effectiveness of project and recommend changes for improvement when necessary; communicate effectively; work with people from diverse backgrounds and skill levels; organize and maintain records and prepare reports; work with Tribal communities; 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: Must possess strong communication, leadership, research, and computer skills. 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

Attention to: M. Ligaya Hattari, 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 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.