



Intertribal Agriculture Council Job Openings

Youth Programs Specialist *(2 positions will be filled)*

SUMMARY

The Intertribal Agriculture Council (IAC) conducts a wide range of programs designed to aid in improving Indian Agriculture. The IAC promotes the Indian use of Indian resources and contracts with federal agencies to maximize resources for tribal members. All of IAC programming has an engrained commitment to the next generation of Indian Country. The need for IAC's youth specific programming has been exemplified with the exponential growth of national youth participation in recent years.

The (2) Youth Program Specialists will assume the shared responsibilities associated with further development, refinement, and expansion of IAC Youth Programming.

These (2) positions will serve as the Youth Programs Specialists under the supervision of the Director of Programs. These (2) Youth Programs Specialists will be expected to collaborate on all assigned projects as well as effectively share the assigned duties of the outgoing Youth Programs Coordinator. Specialists must express exemplary teamwork and time management skills as well as comprehensive knowledge of all IAC programming.

Location

These vacancies are not confined to a location, as the position will require a flexible work from home structure with heavy amounts of travel on a national basis.

Salary

Based on qualifications & experiences

Work Schedule

Full-time, permanent position with flexible hours available for the right individual, should they need leniency in completing their current academic commitment.

Closing Date/Time: **Wednesday, January 30, 2019 at 11:59 PM MST**

JOB DESCRIPTION

Youth Program Specialists serve as a liaison to connect native youth across the country with opportunities in Indian Agriculture.

Youth Program Specialists will co-facilitate a presence of IAC Youth Programs at many local events across the country. Specialists are responsible for maintaining communication with our youth leadership pipeline which spans across the country, so they are prepared to identify appropriate representation for community events. You will be expected to provide appropriate support to youth fulfilling this commitment across the nation as well as follow up with the success of such representation.

Youth Program Specialists will be co-responsible for overseeing the success of 12 regional youth summits distributed through each of the IAC regions. Youth Program Specialist shared responsibilities include: fundraising, outreach, application review, agenda construction, curriculum development, admissions, travel and lodging coordination, event facilitation, feedback collection, evaluation follow up, grant and budget management, external and internal reporting, etc.

Youth Program Specialists will also be co-responsible for the success of an active, engaged youth presence at the IAC Annual Membership Meeting in Las Vegas, Nevada, each December. Youth Program Specialists will oversee the annual IAC High School Essay Contest, facilitate selection of national youth gathering participants, coordinate youth travel and meeting accommodations, determine youth agenda, and facilitate youth engagement in professional development opportunities.

Youth Program Specialists will also be co-responsible for representing the Intertribal Agriculture Council in partnerships with external organizations and contributing to joint projects with such entities. Including, but not limited to, collaborating with the Indigenous Food & Agriculture Initiative to coordinate the Native Youth Agriculture Leadership Summit, as well as engaging with the National Farm to School Network in our National Partner of the Year highlight. Youth Program Specialists will be encouraged to actively engage and support the evolving youth program partnership projects to facilitate collaborative partnership networks that provide opportunity for youth seeking professional development and internship experience, while serving as a mentor to inspire the next generation of leadership across the nation.

Youth Program Specialists will maintain open communication to support the organizational efforts of the Native Youth Food Sovereignty Alliance.

Youth Program Specialists will work in close efforts with outgoing Youth Programs Coordinator to ensure a smooth and efficient transition of duties, responsibilities, and developed network.

Youth Program Specialists will collaborate directly with Public Relations Director in the development of promotional marketing materials and programming reporting efforts for all youth activities.

Youth Program Specialists must maintain a cohesive, effective relationship with the IAC Technical Assistance Program to insure equitable and transparent delivery of youth programming. Youth Program Specialists will develop and foster a comprehensive network of representatives from tribal departments, non-profits, government agencies, educational institutions, youth organizations, extension networks, and more.

Youth Programs Specialists should expect to expand their knowledge and proficiency of the history, culture, and traditions of American Indian tribes and exhibit and promote cultural awareness and sensitivity to individual tribal customs. Youth Programs Specialists must aid in providing advice to others who work directly with tribes and tribal youth on appropriate interaction with tribal representatives to ensure relationships are respected and adhered to.

Youth Programs Specialists must maintain and revise workload analysis, plans of operations, goals, and documentations of accomplishments including reporting progress in appropriate databases or computer systems. Use this data to analyze, assess, and evaluate issues and concerns and present to leadership the observations, findings and recommendations to resolve substantive problems and issues related to the effectiveness and efficiency of the tribal and government consultation process.

TRAVEL

Frequent Travel

The (2) Youth Program Specialists will be expected to participate at the Native Youth in Food & Agriculture Leadership Summit (10 day commitment) and the IAC Annual Membership Meeting (7 day commitment); The (2) Youth Program Specialists will be required to collaborate with one another to coordinate a shared responsibility of the frequent travel schedule in an equitable manner. The additional travel to be shared will require at least one Youth Program Specialist be present for full participation at:

- Each of the 12 regional youth leadership events (each a 2-5 day commitment)
- Additional Youth Programming Opportunities (Minimum of 10 additional days)

Each Youth Program Specialist should expect to travel to at least 6 Regional Youth Summits. Additionally, Youth Program Specialists will self-coordinate the travel required for field visits, training, meetings, and other work related activities across the nation.

ADDITIONAL INFORMATION

Conditions of Employment

- An initial six (6) month probationary or trial period will be required.
- Must possess and maintain a valid driver's license.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.

PLEASE NOTE: In the interest of filling this position as efficiently as possible, we are requiring the following:

- If called for an interview, applicants must be available to interview by phone or in person within 3 business days of being contacted.
- If a tentative job offer is extended, selectee will have 2 business days in which to accept or decline.

Qualifications

All applicants must meet all eligibility qualifications by the closing date of this vacancy announcement. It is desired that each applicant has the following:

- High School Diploma or Equivalent;
- Completion of a higher educational degree program in a field related to the mission of the Intertribal Agriculture Council; OR, current enrollment and commitment to completion of such a higher educational degree program;
- History of participation at local, regional, and/or national IAC youth program events; OR, successful completion of an internship acknowledged by the IAC.

It is desired that applicants have 1 year experience in each of the following:

- Working with organizations offering professional development opportunities to youth;
- Expressed leadership in a youth organization.

How You Will Be Evaluated

You will be evaluated for this job based on your qualifications for this position as evidenced by the education, experience, and training you describe in your resume and cover letter to determine the degree to which you possess the competencies listed below:

- Youth Leadership Experience, Professional Development Exposure, Time Management Skills, Oral Communication Skills, Team Work Ethic, Relationship Management, Past Representation of the Organization, Social Media Presence, Interpersonal Skills, Problem Solving, and Tribal Customs and Culture.

We will review your application to ensure you meet the job requirements and assess your ability to perform this job. Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be invited to participate in an over-the-phone or video conference interview.

Special Considerations

Preference in hiring will be given to qualified IAC youth leadership program participants and individuals of Native American or Alaska Native descent.

Required Documents

The following documents are required for your application to be complete. Failure to submit required, legible documents may result in loss of consideration.

- Cover Letter: Think of this as an initial interview, and a chance to make your first impression. Please utilize this opportunity to highlight your personal reflection on your involvement with our IAC youth programming thus far as well as share your vision for what is to come, should you be selected.
- Resume which includes: 1) personal information; 2) education and volunteer experience; 3) work experience including work schedule, hours worked per week, dates of employment; and title; 4) One reference listed with a phone number, e-mail address and description of your relationship with them; and 5) leadership experience, honors and recognition, and other qualifications.
- A sample blog post recapping an IAC youth event that you have participated in within the past 12 months (not to exceed 1 page). This is intended to provide the selection committee with a sample of your writing and your ability to report on the success of our youth programming events.

Benefits

Full health, life, and dental insurance for the employee; 6% equivalent of the annual salary will be contributed to a retirement account. Eligible for holiday, annual, and sick leave as established in the personnel policy. The probationary period for implementation of health insurance shall be 60 days as required by national health insurance laws.

How to Apply

Submit required documents via email only to: kari@indianaglink.com