



<b>Employee Job Description</b>	
<b>Position Title:</b> YES Program Coordinator	
<b>Position ID #</b>	
<b>Facility:</b> Education Building	
<b>Job Family:</b> Education Department <b>Comp Grade:</b> Depends on qualifications	
<b>Status:</b> Full-time 32hours a week for duration	

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The purpose and function of the YES coordinator is to plan and direct a summer youth program focused on career exploration, education, culture and leadership.

**Essential Functions:**

Develop at 3 day/6 week summer youth program focused on career exploration, education, cultural awareness through a hands on program focusing on food and tribal sovereignty. Working with various tribal departments and communities, this position requires strong organizational skills along with verbal and written communication. After the summer is wrapped up, this position continues to follow tribal youth throughout the year creating programming through family, community and seasonal curriculum development focusing on education and culture guided by food and tribal sovereignty as the thematic structure.

**Job Duties:**

- Provide models to improve food and energy security within the tribal low socioeconomic community to improve health, and economic relief to the St. Croix people.
- Provide education and research activities in a multi-generational learning environment to encourage community members to take ownership where their food and energy comes from, empowering St. Croix people. Based on seasonal Ojibwe traditions of harvest as well as sacred foods.

- Provide educational outreach to partnering St. Croix public school districts served by St. Croix tribal education for community education and culturally responsive k-12 educational resources.
- Oversee community gardens and creating a connection between St. Croix communities with equitable resources, help, and programming.
- Partner with other tribes to create inter-tribal exchange or business relationships connecting food and energy sovereignty into a native pathway.
- Grant writing to support long term plans for the Sustainable Ag program but also partnering with Education TRAILS, YES, Higher Ed, and Community Culture to connect St. Croix Community into programming that overlaps throughout the department.
- Teach community education both live and virtual
- Volunteer Coordinator in Community Education and Community Gardens
- Grant research and Grant writing

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** Management

**Supervisory Responsibilities:** Oversee YES staff and students

**Directly Reporting to:** Education Director

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors: OE-Typical Office Environment**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 20 pounds.
- Requires basic use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

### **Minimum Qualifications**

- Must possess ability to maintain strict level of confidentiality.
- Must consistently meet or exceed attendance guidelines.
- Basic working knowledge of office equipment
- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action.
- Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

### **Preferred Qualifications:**

- Associate degree
- Ability to communicate effectively and work with Native American students and families
- Knowledge of St. Croix Chippewa culture and history
- Experience providing educational assistance to students
- Strong computer, verbal, math and written communication skills
- Commitment to teamwork and documented by work history
- Experience and familiarity working with families and children
- Possess knowledge of local and tribal resources (i.e. AODA, Mental Health, Domestic/Sexual Abuse)
- Ability to maintain strict confidentiality

### ***Native American Preference Given in Accordance with P.L. 93-638 and Amendments***

**All candidates must possess a valid Wisconsin drivers' license, liability insurance and pass a federal background check, which includes a drug screening.**

Submit application/resume' to:            St Croix Human Resource Department

24663 Angeline Avenue  
Webster, WI 54893

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.*