



Position Description: Life Skills Coordinator

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| Status: | Full-time, Nonexempt |
| Starting Compensation: | \$23.08 hourly |
| Paid Time Off: | Accrual begins at 5 weeks annually in addition to at least 12 paid holidays |
| Reports to: | Director of Takoda Prep High School |
| To apply: | Email cover letter, résumé, and three references to info@aioic.org |

Summary

This position is responsible for providing holistic supports that advance academic and career opportunities and outcomes for students enrolled in American Indian OIC's accredited alternative high school, Takoda Prep.

Duties & Responsibilities

- Connect students and their families to community resources like transportation, housing, medical care, nutrition, and other needs that advance personal stability
- Work individually with students to co-create a post-graduation transition plan for post-secondary enrollment or entry into the workforce
- Support the post-secondary matriculation of students by coordinating college visits, assisting with preparation for the ACT, and providing one-on-one support for completing college applications, the FAFSA, and other applicable enrollment documents
- Provide opportunities for students to gain knowledge of career opportunities and pathways by coordinating workplace field trips, scheduling visits from industry professionals, and administering career inventory assessments
- Teach weekly career readiness courses on topics like résumé writing, job search tools, interpersonal communication, and interview preparation
- Provide youth employment counseling services and help students secure part-time work or internships
- Coordinate enrollment in other American Indian OIC programs that may benefit individual students
- Document activities, progress, and outcomes using the appropriate tools and databases
- Work with school staff and internal and external partners to achieve deliverables required by American Indian OIC's philanthropic partners.
- Attend required trainings and meetings with the school's professional associations and partnership networks

This should not be considered a comprehensive list of job duties and responsibilities and the scope of the position may reasonably change as necessitated by organizational needs.

Qualifications

Required

- Cultural competency working with youth from diverse backgrounds

- Strong communication skills and ability to work in a fluid, small team environment
- Ability to create a welcoming and trusting atmosphere for students and families
- Proficiency using a personal computer, and Microsoft Office and Google Suite products
- Ability to use and adapt to different technology tools and databases

Preferred

- Understanding of Minnesota's Indigenous communities, cultures, and practices
- Master of Science in School Counseling, or Masters of Social Work or Global Career Development Facilitator certification, or three years related previous experience

Compensation & Status

The life skills coordinator is a full-time, nonexempt, year-round position with compensation starting at \$23.08 hourly. School hours are 8am-4pm, Monday-Friday, however occasional weekend and evening hours may be required when needed. With supervisor approval, this position may be granted reasonable remote work privileges on non-instructional days. This position qualifies for medical, dental, and retirement benefits. Up to five weeks of paid time off can be accrued during the first year of employment with increases in subsequent years. American Indian OIC also offers at least ten paid holidays annually. Free onsite parking is available, and the campus is easily accessible by bike, bus, and light rail.

Physical Demands & Work Environment

American Indian OIC is a culturally rich environment and follows a business casual dress code. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to sit for long periods. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The work environment noise level is typically moderate.

About American Indian OIC

American Indian OIC (AIOIC) was established in 1979 to address the education and employment disparities faced by Native American families living in and around South Minneapolis. The organization was founded as a career counseling provider, but now offers multi-faceted education and workforce development services through its alternative high school, Adult Basic Education program, job training center, and career counseling services. The goal of these programs is to give people the foundational education and support needed to pursue meaningful career opportunities. Although it was founded to serve people of Native descent, most of AIOIC's programs are open to anyone regardless of race, creed, gender, religion, age, or sexual orientation. Annually, more than 1,000 people from the Twin Cities metropolitan area and affiliated with 40 distinct tribal nations from the US and Canada, utilize AIOIC's services.

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on any legally recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.