



# Nome Eskimo Community

## Youth Services Manager

<b>Department:</b> Youth Services	<b>Reports To:</b> Deputy Director	<b>Status:</b> Regular, Full-Time
<b>Location:</b> Nome	<b>FLSA:</b> Non-Exempt	<b>Pay Range:</b> 9, 10, 11

### Purpose of Position

The Youth Services Manager is responsible for assisting with the planning, development and implementation of services that include pre-school and school-aged education programs, youth intervention, prevention, and support, and community activities for youth.

### Essential Functions

- Responsible for helping with the monitoring and supervision of NEC’s youth education and activities.
- Provides supervision and direction to department staff by:
  - a. Selecting, training, coaching, counseling and disciplining employees;
  - b. Communicating job expectations;
  - c. Monitoring and appraising job performance and accomplishments, evaluating as needed; and disciplinary actions. Provides hiring and termination recommendations to the Executive Manager. Adheres to policies and internal procedures.
- Coordinate the assessment of youth programs and initiate improvements in order to meet the needs and better serve the tribe. Will also monitor state and federal legislation that impacts programs, services and tribal members.
- Responsible for making sure all required grant reporting requirements are met, reports are complete and submitted timely to ensure NEC is in good standing with all funders.
- Develop and maintain partnerships with other entities such as Nome Public Schools and other educational organizations to coordinate services for youth. Initiate opportunities of support to the community through local events, promoting health, and sense of community well-being.
- Seek, write, edit and submit grant opportunities for federal, state, local and private grants to assist the Tribe in advancing departmental goals and objectives.
- Responsible for the development and maintenance of client files/databases/Excel reports to ensure documentation of statistical information needed for reporting requirements.
- Other duties as assigned.

### Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization’s mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

### Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of

computers, copiers, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of NEC programs and services
- Knowledge of cost principles and procedures with regard to federal agreements
- Skills in oral and written communication and ability to produce public communication
- Skills in establishing and maintaining cooperative working relationships with others
- Skills in grant research, development, submission and compliance
- Skills in budgeting, research, writing and verbal communication skills
- Ability to operate a computer, applicable programs and navigate web applications
- Ability to self-motivate and work with minimum supervision
- Ability to manage multiple priorities, to work well under pressure and with other people.
- Ability to analyze and provide recommendations to implement regulations, statutes, policies and procedures
- Ability to maintain strict confidentiality regarding employee information and exercise good judgment in decision making

#### **Minimum Qualifications**

**Education:** Bachelor's Degree in an applicable field or comparable work experience in education, youth services is required. Progressively responsible professional work experience may be substituted on a year for year basis for degree requirement.

**Experience:** At least two years' applicable experience is required as well as 2 years supervisory experience or demonstrated proficiency at NEC. Previous grant management and writing experience is highly desired.

#### **Additional Requirements or Credentials:**

- Must have a valid Alaska Driver's License.
- To ensure the safety of children who receive services, Nome Eskimo Community will complete a thorough Criminal History Background Check on all applicants considered for the position.

#### **Physical Requirements and Working Conditions:**

- Must be able to lift at least 20 pounds
- Work is conducted in a standard office environment.
- Will be required to work outside the traditional work schedule
- Occasional Travel is required
- Use hands and arms to operate office equipment
- Sit more than half the workday
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors and type for prolonged periods of time

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job

description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**Internal Approvals**

\_\_\_\_\_  
Printed Name of Incumbent

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

**Native Preference per Public Law 93-638**

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.