



## Chickahominy Indian Tribe Vacancy Announcement

### Open Position: Youth Activities Coordinator

**Location:** Charles City, VA (potential for some telework flexibility)

**Position Summary:** The Youth Activities Coordinator (YAC) is a full-time position (1 FTE) in the Health & Wellness Department of the Chickahominy Indian Tribe and is contingent upon grant funding. The YAC will support the *Chickahominy Circles of Grace Program Manager* in the performance and completion of grant administration activities for the SAMHSA Native Connections Program. The YAC will provide community developed resources and programming for youth and young adults up to the age of 24 under the administration of the Tribal Behavioral Health Grant, also known as the SAMHSA Native Connections Program, targeting mental wellness promotion, substance use/misuse prevention, and suicide prevention. The YAC is responsible for community outreach, activities coordination, and will serve as a liaison for other community youth and young adult programs. Major duties will include recruiting youth and young adult participants up to age 24, developing and implementing evidence-based prevention programs, activity participation and/or assist with facilitation, and assist with the development and implementation of the strategic action plan. They will plan and coordinate outreach events, activities, and meetings.

### Position Responsibilities:

- Manage recruitment of youth and young adult participants;
- Implement culturally appropriate evidence-based prevention programs;
- Collect data and prepare reports for grant purposes;
- Adhere to grant program mission and vision;
- Adhere to policies and procedures of the program;
- Initiate community-based planning and organizing activities;
- Create and maintain program documentation;
- Assist in the development, maintenance, and implementation of the strategic action plan for the Native Connections grant;
- Serve as a community liaison for schools and partnering agencies;
- Develop and conduct educational outreach to the Tribal community to increase visibility of programs and services;
- Conduct outreach to external partners and organizations to increase visibility of program and services for potential collaboration;
- Assist with facilitation for individual and group activities;
- Administer data collection and evaluation instruments for program activities;
- Act as a community development resource for youth and young adults;
- Performs other duties as assigned.

**Position Requirements:**

- Excellent time management skills;
- Excellent organizational skills;
- Excellent communication skills to include verbal and written;
- Competency in Microsoft applications (Word, Excel, Outlook, Teams);
- Ability to learn and understand Chickahominy culture and how it relates to prevention;
- Ability to maintain effective, professional, and courteous working relationships and demeanor with other employees and the public always;
- Ability to travel in and out-of-state to attend training, conferences, and/or classes as required;
- Ability to work non-traditional hours (evenings, weekends, etc.);
- Possess a clean, valid state driver's license and be insurable under the Tribe's insurance policy;
- Ability to maintain confidentiality.

**Position Qualifications:**

- Associate's degree in education, human services, or related field.
- Experience working with Tribal Organizations, underserved populations, and/or youth groups preferred.
- Experience working with grants is a plus.
- At the hiring manager's discretion, a combination of education and experience may meet the minimum requirements.

**Salary and Benefits:** The salary range for this position is \$45,000-\$50,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Health insurance (partial employer contribution) and additional voluntary benefits (employee expense) are available for eligible employees working 30+ hours per week.

**Application Process:**

Applicants must submit a completed job application, cover letter, and résumé.

- Incomplete and late applications will not be considered.
- Application deadline is September 18, 2024, at 5 p.m. est.
- Applications may be mailed to:  
Chickahominy Indian Tribe  
ATTN: Lindsey Johnson  
8200 Lott Cary Rd  
Providence Forge, VA 23140
- Applications can also be submitted electronically to: [Lindsey.Johnson@chickahominytribe.org](mailto:Lindsey.Johnson@chickahominytribe.org).
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT (Chickahominy Indian Tribe) will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  1. Chickahominy Indian Tribal Citizen
  2. Citizens of other federally recognized Indian Tribes
  3. General public applicants