



## **MIGIZI COMMUNICATIONS**

### **Part Time Program Assistant**

The MIGIZI Part Program Assistant is responsible for working closely with, and providing assistance to MIGIZI program leads and the Teen Tech Center Coordinator. Our Indigenous Pathways Programs consist of our First Person Productions Productions and Green Tech Institute while CLAW is MIGIZI's signature Culture, Leadership, Academics, and Well-being program. The Teen Tech Center works with youth to explore technology which includes music, film, adobe creative cloud and social media exploration. This position will involve helping program leads develop, organize, coordinate, and aid in working with youth .

Helping to ensure programming is promoting the healthy development of American Indian youth to ensure the accomplishment of goals, objectives, and outcomes as required. This position reports directly to the Deputy Director.

### **Join the Circle**

When you come to work at MIGIZI you join a legacy that spans back to 1977. MIGIZI's mission is to provide a strong circle of support that nurtures the educational, social, economic, and cultural development of American Indian youth. We are passionate about the success of our young leaders and make sure resources are available while using our voice to advocate for equitable education for our community. Our vision is for American Indian youth to be acknowledged and honored for their sacred gifts and boundless potential – which they share, as leaders – with their communities and nations. When you join the MIGIZI Circle, you join a tradition in investing in our future leaders for generations to come.

### **Essential Duties and Responsibilities**

- Assist in the planning, coordination, communication and implementation needs of MIGIZI programs and Teen Tech Center
- Support program staff in the implementation of program curriculum and schedules to meet organizational outcomes.

- Support program staff and students in developing, implementing, tracking and meeting goals of individual learning plans of the youth.
- Fill in for lead program staff during program hours (4-6pm) as needed due to an unexpected absence, PTO or deemed by President and/or Deputy Director.
- Support program leads in their work with tribal elders and culture-bearers to incorporate programming with cultural teachings, adult guidance, and support.
- Support the Teen Tech Coordinator in workshops and other youth guided tech needs after school and on weekends that the tech center is open
- Communicate as required with families of youth served.
- Assist in the daily transportation of youth
- Additional duties as assigned by supervisor.

### **Preferred Knowledge, Skills, and Abilities**

- Contribute to a cooperative, collaborative and flexible work team environment.
- Model positive behaviors to youth and staff.
- Ability to communicate effectively and maintain healthy positive relationships with team members .
- Ability to actively engage youth and their families/guardians in the creation and pursuit of education and career goals.
- Knowledge of American Indian values and cultural practices.
- Knowledge of and familiarity with Minneapolis/St. Paul Indian communities.
- Background and ability to work with youth in a variety of settings and on a variety of projects.
- Computer skills (Google workspace, MS Word, Excel and Powerpoint).
- Maintain confidentiality of required information.
- Good driving record and ability to transport youth with an organizational vehicle.
- Submit to a criminal background check as a prerequisite.

### **Work Environment**

Program Assistants work in Migizi offices, schools, or in a field environment with youth programming. They spend time traveling and implementing programming. A great deal of time may be spent standing and walking.

### **Other**

- This is a part-time, 20- 30 hour/week in-person position
- Weekends and evenings required
- Reliable transportation, valid driver's license, and automobile insurance
- Background check
- Ability to lift 50 lbs.

**Benefits**

- Salary Range: \$18-\$20/ Hourly

**Apply**

1. Email Abby Paulsen, Development & Operations Manager at [abby@migizi.org](mailto:abby@migizi.org) with the subject line: MIGIZI Program Assistant \*Your Name\*
2. Include in the email your cover letter on why you would be a good fit at MIGIZI and your resume.
3. Include two professional references with complete contact information (phone numbers and email address).

**EEO: It is the policy of MIGIZI to recruit, hire, train, promote, and otherwise make personnel decisions without discrimination based on race, color, religion, national origin, marital status, political affiliation, affectional orientation, gender identity, status with regard to public assistance, disability, sex, age, or any other classification protected by law.**