



MIGIZI COMMUNICATIONS
Academic Support Specialist

Academic support specialists are tasked with the creation, planning, coordination and monitoring implementation of educational and career support activities. Academic support specialists support the healthy development of American Indian youth and ensure the accomplishment of the goals, objectives, and outcomes as required. Academic support specialists ensure youth are successful in setting career goals through education, training, mentoring and coaching. 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 Circle, you join a tradition in investing in our future leaders for generations to come.

Essential Duties and Responsibilities

- Develop an annual work plan to meet goals and objectives
- Participate in the collection of data, story collection and assessing outcomes through outcome tracker, and regular meetings to learn, celebrate and/or redefine strategies
- Maintain timely and accurate program records in the organizational database
- Recruit, assist and advise youth in pursuit of their goals
- Manage and coordinate project activities and collaborate with project/program teams on a daily basis

- Plan and deliver education support programming and individualized learning plans that increase educational effectiveness with youth including tutoring, credit recovery, classroom and GED support
- Monitor and track individualized learning plan benchmarks and modify as needed
- Design and implement afterschool and summer programming, coordinated with all MIGIZI staff
- Connecting students with post secondary opportunities and support
- Assist in and contribute to project reports
- Engage youth as full partners in activities
- Communicate as required with families of youth served
- Network within institutions and systems to strengthen relationships and opportunities

Required Knowledge, Skills, and Abilities

- Bachelor's Degree or equivalent experience required
- Minimum five years experience planning, coordination and successful implementation of educational and internship support activities with American Indian youth
- Contribute to a cooperative, collaborative and flexible work team environment
- Model positive behaviors to youth and staff
- Proven 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 (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
- Additional duties as assigned by supervisor

Work Environment

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

Other

- This is a full-time, 40 hour/week in-person position
- Some weekends and evenings

- Reliable transportation, valid driver's license, and automobile insurance
- Background check
- Ability to lift 50 lbs.

Benefits

- Salary Range: \$40,000 - \$45,000
- Generous PTO and Holidays
- Excellent benefits including; health and dental, LTD, STD and Life insurance, 401k contribution

Apply

1. Email abby@migizi.org with the subject line: Academic Support Specialist
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.

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.