



MIGIZI COMMUNICATIONS
Academic Support Specialist

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.

About the Role

At MIGIZI, we operate four key programs: First Person Productions, Green Tech, CLAW, and our Best Buy Teen Tech Center. This position is focused on our CLAW Program (Culture, Leadership, Academics, and Wellbeing), which provides essential academic and cultural support for Native youth in-school, after school, and during the summer.

As a CLAW Cultural Support Specialist, you will facilitate programming for Native youth at the All Nations program at South High School in Minneapolis and/or Harding High School in St. Paul, as well as our after-school activities at our main facility. Your role will involve fostering a supportive and enriching environment that promotes both cultural identity and academic success. During the school year our afterschool program runs from 4pm - 6pm and in the summer 9am - 3pm.

This position reports directly to the Program Director

Essential Duties and Responsibilities

- Serve as an advocate, mentor, and support staff for American Indian youth in partner schools, assisting them with academic and cultural development.

- Partner with teachers, in-school staff, and community partners to plan and deliver educational support and individualized learning plans that increase educational effectiveness with youth including tutoring, credit recovery, and classroom support
- Design and implement afterschool and summer programming, coordinated with all MIGIZI staff
- Support Cultural Support Specialists in organizing cultural workshops, inviting cultural knowledge keepers from the community to participate as needed.
- Develop an annual work plan in collaboration with the CLAW team based on the MIGIZI logic model to meet program goals.
- Ensure the program aligns with grant outcomes, objectives, and deliverables during the annual planning process.
- Monitor, track, and modify youth individualized learning plans.
- Assist students with exploring post-secondary opportunities and provide guidance.
- Support youth transportation, including driving a 15-passenger van.
- Engage youth as active partners in activities and communicate with their families as necessary.
- Collect data, share stories, and assess outcomes to inform strategy through regular meetings.
- Maintain accurate program records in organizational databases (e.g., Salesforce).
- Assist in and contribute to monthly project reports.
- Network within institutions and systems to strengthen relationships and opportunities.

Required Knowledge, Skills, and Abilities

- Bachelor's Degree or equivalent experience required
- Minimum 3-5 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: \$50,000 - \$55,000 Generous PTO and Holidays
- Excellent benefits including; health and dental, LTD, STD and Life insurance, 401 k contribution

Apply

1. Email kelly@migizi.org with the subject line: Academic Support Specialist *Your Name* Deadline to Apply is April 18,2025
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.