



American Indian Community House, Inc. (AICH) in NYC has several openings for new staff. Please feel free review the following job postings:

- **AICH LandBack Action Circle Program Officer**
- **AICH LandBack Action Circle Program Coordinator**
- **AICH Native American Emerging Consultants Program (stipend internships)**
- **AICH Native American Healthcare and Prevention Coordinator**
- **AICH Program Administrator**



Position: AICH LandBack Action Circle Program Officer

Application Process: Submit a Cover letter and CV to jobs@aich.org

AICH LandBack Action Circle Program Officer

American Indian Community House (AICH) was founded in 1969 and aims to improve and promote the well-being of the American Indian Community in and around NYC. We work to ensure the well-being and cultural survival of urban and reservation-based Native Americans and their families through the provision of health and social services and increasing the visibility of American Indian cultures in an urban setting in order to cultivate awareness, understanding, and respect. AICH is committed to finding a leader who shares a similar vision and is dedicated to carrying out this mission.

LandBack Action Circle Program Officer Job Responsibilities:

- Reports to the Executive Director and AICH Board.
- Responsible for planning, organization, and direction of the organization's LandBack Action Circle working group to secure a permanent funded program building or space for AICH.
- Creates inventory of Indigenous Land Back examples from across the world in a written report for working group and funders.
- Works with private foundations, public funders and a wide array of non profit and for profit corporate entities to secure funding and advocacy support.
- Provides monthly prospective space costs and real estate reports for identified geographic locations for AICH programs.
- Manages monthly PR committee meetings aimed at advancing awareness and garnering support for AICH long term goals of finding a permanent funded location.
- Oversees working group relationships and reports on the organization's Executive Director for the board of directors.
- Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
- Works with AICH to secure local Tribal support letters from Federal and State recognized Native American communities in the North East.
- Works with AICH to secure local Academic support letters from Schools, Colleges, Universities and Think Tanks to support AICH efforts to secure permanent funded space for programs.
- Identifies needs to support development of operations.

- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Lead and support AICH fundraising initiatives including Gala dinners and public and private campaigns and institutional liaison.

A competitive salary and benefits package is available for this position. The working hours for this position can be 9-5, but many of our programs happen over the weekend or in the evening hours. It will be the job of the LandBack Action Circle Officer to ensure all fundraising events and programming are managed appropriately by staff and volunteers. Time management skills are a must. As we transition out of a covid style work environment, we will continue to take precautions which will include the ability to work remotely when possible. We are a growing organization and this role will require the discretion to hire new staff such as a LandBack Action Circle Program Coordinator and work with consultants or vendors as needed.

Qualifications / Skills:

- Demonstrated leadership and management skills
- Knowledge of Native American communities
- Demonstrated working relationships in Native American communities
- Ability to multi-task
- Takes initiative
- Works independently
- Creative problem-solving skills
- Demonstrated knowledge of working in an Urban Native American Community
- Flexible
- Organized
- Collaborative

Education, Experience, and Licensing Requirements

- Bachelor’s Degree in Finance, Accounting, or Management preferred
- 5 or more years of non-profit management experience in an operational environment preferred



Position: AICH LandBack Action Circle Program Coordinator

Application Process: Submit a Cover letter and CV to jobs@aich.org

AICH LandBack Action Circle Program Coordinator

American Indian Community House (AICH) was founded in 1969 and aims to improve and promote the well-being of the American Indian Community in and around NYC. We work to ensure the well-being and cultural survival of urban and reservation-based Native Americans and their families through the provision of health and social services and increasing the visibility of American Indian cultures in an urban setting in order to cultivate awareness, understanding, and respect. AICH is committed to finding a leader who shares a similar vision and is dedicated to carrying out this mission.

LandBack Action Circle Program Coordinator Job Responsibilities:

- Reports to the LandBack Action Circle Program Officer.
- Responsible for scheduling working group meetings.
- Organizes group communication and record keeping including meeting minutes.
- Providing administrative support for the organization's LandBack Action Circle working group to secure a permanent funded program building or space for AICH.
- Supports and attends AICH programs and outreach efforts.
- Supports and attends AICH fundraising and PR campaigns.
- Coordinates PR materials and works with interns, volunteers and community members.
- Ensures that communication is timely and comprehensive across AICH program and social media platforms.

A competitive salary and benefits package is available for this position. The working hours for this position can be 9-5, but many of our programs happen over the weekend or in the evening hours. It will be the job of the LandBack Action Circle Program Coordinator to work closely with the LandBack Action Circle Program Officer to ensure AICH Board, Staff and Community are aware of how to support this important work. Time management skills are a must. As we transition out of a covid style work environment, we will continue to take precautions which will include the ability to work remotely when possible.

Qualifications / Skills:

- Demonstrated scheduling and event management skills
- Knowledge of Native American communities
- Demonstrated working relationships in Native American communities
- Ability to multi-task
- Takes initiative
- Works independently
- Creative problem-solving skills
- Demonstrated knowledge of working in an Urban Native American Community
- Flexible
- Organized
- Collaborative

Education, Experience, and Licensing Requirements

- GED or High School Diploma preferred
- 1 or more years of non-profit operational environment preferred



Position: AICH Native American Emerging Consultants Program (Internship, Bachelors, Masters, Doctoral, Post Doctoral Fellowship, certification training placement or academic placement)

Application Process: Submit a Cover letter and CV to jobs@aich.org

AICH Native American Emerging Consultants Program

American Indian Community House (AICH) was founded in 1969 and aims to improve and promote the well-being of the American Indian Community in and around NYC. We work to ensure the well-being and cultural survival of urban and reservation-based Native Americans and their families through the provision of health and social services and increasing the visibility of American Indian cultures in an urban setting in order to cultivate awareness, understanding, and respect. AICH is committed to finding a leader who shares a similar vision and is dedicated to carrying out this mission.

Job Responsibilities:

- Working under the direction of the AICH Deputy Director, Native American Emerging Consultants are responsible for planning and overseeing community engagement activities.
- Works with Native American community members to plan and implement programs and events focused on Native American health and cultural values.
- May use placement as an academic or training program requirement to create and implement Capstone project for academic research or professional development program.
- AICH offers supervision by a Native American PhD/NYS LMSW professional and can supervise a Bachelors, Masters, Doctoral or Post Doctoral intern needing supervision in a community based organization.
- All research projects must be approved by AICH Board of Directors and pass Academic Research Ethics Board Approval at applicant's home institution.
- Consultants may propose community based programs in NYC or in their own Native American communities, with Tribal support if required.

Consultants are provided a \$200/weekly stipend to support placement. The working hours for this position are flexible allowing for class attendance, but many of our programs happen over the weekend or in the evening hours.

Qualifications / Skills:

- Knowledge of Native American communities
- Desire to create working relationships in Native American communities
- Ability to multi-task
- Takes initiative
- Teamwork
- Demonstrated knowledge of working in an Urban Native American Community
- Flexible
- Organized
- Collaborative

Education, Experience, and Licensing Requirements

- GED or High School Diploma preferred
- 1 or more years of non-profit experience preferred



Position: AICH Native American Healthcare and Prevention Coordinator

Application Process: Submit a Cover letter and CV to jobs@aich.org

AICH Native American Healthcare and Prevention Coordinator

American Indian Community House (AICH) was founded in 1969 and aims to improve and promote the well-being of the American Indian Community in and around NYC. We work to ensure the well-being and cultural survival of urban and reservation-based Native Americans and their families through the provision of health and social services and increasing the visibility of American Indian cultures in an urban setting in order to cultivate awareness, understanding, and respect. AICH is committed to finding a leader who shares a similar vision and is dedicated to carrying out this mission.

Native American Healthcare and Prevention Coordinator Job Responsibilities:

- Reports to the Executive Director.
- Responsible for planning, organization, and direction of the organization's Native American Healthcare and Prevention Programs.
- Develops specific Native American health literature.
- Works to enact healthcare activities at AICH.
- Liaisons with NYC based health and social service providers to ensure Native Americans are connected to available programs and aide.
- Advocates for Native American health services.
- Supervises Addictions Counselor running recovery groups and doing outreach and community requests.
- Engages Native American elders in health programs.

A competitive salary and benefits package is available for this position. The working hours for this position can be 9-5, but many of our programs happen over the weekend or in the evening hours. Time management skills are a must. As we transition out of a covid style work environment, we will continue to take precautions which will include the ability to work remotely when possible. We are a growing organization and this role will require the discretion to hire new staff as needed as well as managing a Native American Addictions Counselor.

Qualifications / Skills:

- Demonstrated knowledge of Native American healthcare and prevention issues
- Knowledge of Native American communities
- Demonstrated working relationships in Native American communities
- Ability to multi-task
- Takes initiative and liaison with Native American community groups
- Works independently
- Creative problem-solving skills
- Demonstrated knowledge of working in an Urban Native American Community
- Flexible
- Organized
- Collaborative

Education, Experience, and Licensing Requirements

- Bachelor's Degree preferred
- 2 or more years of non-profit management healthcare environment preferred



Position: AICH Program Administrator

Application Process: Submit a Cover letter and CV to jobs@aich.org

AICH Program Administrator

American Indian Community House (AICH) was founded in 1969 and aims to improve and promote the well-being of the American Indian Community in and around NYC. We work to ensure the well-being and cultural survival of urban and reservation-based Native Americans and their families through the provision of health and social services and increasing the visibility of American Indian cultures in an urban setting in order to cultivate awareness, understanding, and respect. AICH is committed to finding a leader who shares a similar vision and is dedicated to carrying out this mission.

AICH Program Administrator Job Responsibilities:

- Reports to the Executive Director and Deputy Director.
- Responsible for organizing AICH calendar of events/calendar.
- Oversees and coordinates AICH communications.
- Maintains log of email and telephone inquiries and forwards to staff for follow up after review with Deputy Director.
- Coordinates with all programs to ensure cross communication occurs.

A competitive salary and benefits package is available for this position. The working hours for this position can be 9-5, but many of our programs happen over the weekend or in the evening hours. Time management skills are a must. As we transition out of a covid style work environment, we will continue to take precautions which will include the ability to work remotely when possible. We are a growing organization and this role will require the discretion.

Qualifications / Skills:

- Knowledge of Native American communities
- Demonstrated working relationships in Native American communities
- Ability to multi-task and assemble/update events calendar
- Takes initiative and liaison with Native American community groups
- Reviews and logs all incoming email and calls

- Creative problem-solving skills
- Demonstrated knowledge of working in an Urban Native American Community
- Flexible
- Organized
- Collaborative

Education, Experience, and Licensing Requirements

- GED or High School Diploma preferred
- 1 or more years of non-profit environment preferred