



*The American Indian Community House (AICH) was founded in 1969. AICH is a 501(c)(3) not-for-profit organization serving the needs of Native Americans residing in New York City. Our aim is to improve and promote the well-being of the American Indian Community in and around NYC. We exist to insure the well-being and social survival of urban and reservation-based Native Americans and their families through the provision of health and social services, while 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 carry out this mission.*

### **YOUTH & EDUCATION COORDINATOR**

The Youth & Education Coordinator will report directly to the Executive Director and be responsible for coordinating and overseeing all administrative aspects & events related to AICH's Youth Council and Education programs. In addition, this position will be responsible for oversight of planning, organizing and implementing educational programs for our community and relationships with NYC academic institutions, including the NYC Department of Education and area universities and colleges.

Primary responsibilities:

- Maintain a database of youth council members with contact information & parental contact information for members under the age of 18.
- Recruitment of additional youth council members through interactions within the community.
- Organize, schedule and conduct monthly membership meetings for the Youth Council and encourage and support Youth leadership and governance.
- Organize, schedule and conduct social activities for community members such as craft classes, dance classes, regalia-making, etc. and other social activities/events.
- Create age-appropriate educational programming for our Youth Council members. Such activities may include arranging tutoring sessions, information sessions, back-to-school nights, study halls, and college visits.
- Develop and implement educational programming for awareness and activism on issues directly related to our community, including but not limited to MMIW, Every Child Matters, Climate Justice, LGBTQ & Landback.
- Organize & lead single-day or weekend trips to local Native communities such as Shinnecock, Ramapough & Onondaga and/or college/university campus visits and/or activities at our Governors Island or upstate locations in Ithaca, N.Y.
- Coordinate meetings and scheduling for our intergenerational multimedia project, Collective Voices.
- Oversight of AICH participation with the United National Indian Tribal Youth (UNITY) Conference (which includes registration, scheduling & arranging travel and coordinating participation in programming and attending the annual conference in various locations around the country).

- Hold relationships between AICH and NYC academic institutions, including the NYC Department of Education and area universities and colleges and their Indigenous student groups.
- Work with Indigenous students and faculty to advocate for Indigenous knowledge in curriculum, Indigenous representation, and support for staff and student populations within NYC's academic institution

The ideal candidate must:

- have knowledge of urban Native American communities.
- demonstrated good working relationships in Native American communities, specifically with youth groups preferred.
- be flexible with working with elementary to college-aged students.
- have experience working in education, with youth, and coordinating with faculty and staff at academic institutions.
- willing to travel locally in NYC and occasionally within the U.S.
- have the ability to prioritize, multi-task, and manage multiple projects, timelines, and deadlines.
- strong interpersonal communication skills.

Education & Experience: A Bachelor's Degree and at least 2 years experience in the non-profit or education sector is preferred.

Salary: \$60K + health insurance (75% paid by AICH, 25% paid by employee), paid holidays, sick, and vacation time.

This is a full-time position based in New York City. There is flexibility to work remotely and at the Manhattan office, and it is expected the Youth & Education Coordinator will work a flexible schedule with regular daily availability in the 9am-5pm range with occasional evenings and weekend events. The position requires working at a computer, phone and video calls, traveling within New York City, and lifting 15 lbs. Please inform the hiring committee of any access needs you may have when you complete the application.