



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: Youth Development Project Leader
Department: Division of Resource Management & Protection, Youth Development Section
Employment Status: Non-Exempt **Grade:** NE11
Opening date: August 17, 2020 **open until filled**

Job Summary

The Project Leader manages the Tribe's Youth Development program, which will include planning, developing, and establishing the administrative, technical, and educational outreach capacity of the program. The purpose of the Youth Development program is to engage Tribal youth in meaningful opportunities (through the 3-E's, education, employment, and experiences) that will build character, protect/enhance the Tribe's natural resources, and preserve Apache cultural and traditional knowledge.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

Duties and Responsibilities

- Develops, manages, administers, and oversees the Youth Development program contact and other program grants, along with associated activities and staff.
- Provides technical expertise and assists the department in the development and implementation of service learning opportunities and activities relating to the fields of natural and cultural resources.
- Works collaboratively with other Tribal youth programs, Tribal elders/cultural advisors, local schools, and Federal/State government agencies to identify, coordinate, and schedule youth activities.
- Coordinates with departmental staff on work plan development, scheduling of activities, and program reviews.
- Write grants and/or funding proposals that align with program objectives, while ensuring that the Youth Development program is not duplicating efforts of other Tribal Youth programs.
- Prepares reports in a timely manner, as required for the various funding agencies. That support Youth Development activities, and to maintain compliance with all grant requirements.
- Represents the Tribe on various committees and policy-making bodies affecting youth programs and related natural/cultural resource program initiatives.
- Maintains confidentiality of all youth information/records.
- Enhances professional growth and development through participation in education programs and webinars, reading current literature, and attending meetings/workshops.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Bachelor Degree in Environmental Science, or related science/natural resources field.

Youth Development Project Leader

Effective February 2016; Revised August 2020

- Minimum of one-year experience in project management or program development.
- Excellent computer and communication skills.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of environmental services and activities.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill and ability in preparing reports and correspondence.
- Ability to plan, create, and deliver informational and educational presentations and classes.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written legal materials.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict time lines.

Physical Demands

While performing the duties of this job, the employee regularly is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee occasionally is required to sit and stand; and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office or classroom setting with a low noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Please submit a Resume/application to Human Resources Department, Mescalero Tribal Offices, or on line www.mescaleroapachetribe.com, by e-mail. You may call 575-464-9276, if you have any questions.