



MESCALERO APACHE TRIBE Position Description

Position Title: Youth Development Project Leader
Department: Division of Resource Management and Protection, Youth Development Section
Employment Status: Non-Exempt
Grade: NE11
Opening Date: February 1, 2019 **Closing Date:** February 22, 2019

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.

Essential Duties and Responsibilities:

- Develops, manages, administers, and oversees the Youth Development program contract 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.
- Writes 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 impacting youth programs and related natural/cultural resource program initiatives.
- Maintains confidentiality of all youth information/records.
- Enhances professional growth and development through participation in educational programs and webinars, reading current literature, and attending meetings/workshops.
- Performs other duties as assigned.

Minimum Qualifications:

- High School Diploma or GED
- Bachelor's Degree in Environmental Sciences, or related science/natural resources field.
- Minimum of one year experience in project management or program development.
- Must possess excellent computer and communication skills (both written and oral).

- Must have and maintain New Mexico valid 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, 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, PowerPoint, and Outlook.
- 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 sound administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict timelines.

Physical Demands

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

Work Environment

Work is generally in an office environment with moderate noise and outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Must be able to hike into project areas. Travel within the reservation area is required.

Please submit a Resume to Myra Lapaz at the Human Resources Department, Mescalero Tribal Office, 575-464-9271.