



## **PINOLEVILLE POMO NATION**

500 B. Pinoleville Ukiah, CA 95482

phone: 707-463-1454 fax: 707-463-6601

### **JOB DESCRIPTION**

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<b>POSITION:</b>	<b>Staff Assistant</b>
<b>DEPARTMENT:</b>	<b>Youth Diversion Program</b>
<b>HOURS:</b>	<b>32 Hours</b>
<b>REPORTS TO:</b>	<b>Mentoring Program Coordinator</b>
<b>SALARY RANGE:</b>	<b>Negotiable, DOE</b>

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#### **JOB SUMMARY:**

This position is responsible for overall administrative support and advanced clerical work for the Native American Youth an Adult Partnership Mentoring Program. Shall insure effective operating procedures for program office and relieve the Program Coordinator of administrative duties and business details. Along with Manage office, must be able to supervise mentors and handle administrative duties. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Provides administrative typing, correspondence, and reports, etc.
2. Prepare Tribal Council agendas, minutes, resolutions, and other committee meeting minutes.
3. Participates in planning and developing methods for program implementation and administration, coordinates program activities and processes.
4. Gathers program evaluation data, reviews program records, reports on activities and surveys. Recommends modifications to methods or procedures as required.
5. Responsible for maintaining all files.
6. Prepares check requests for needed supplies and follow through with purchases.
7. Attends meetings as scheduled with partners, supervisors, and Project Director.
8. Assists with development of and participate in NAYA Events including, collecting sign-in sheets, documenting participation, collecting surveys and data entry for analysis, and pre and post event surveys.
9. Coordinates and manages workflow.

10. Weekly check-ins with program participants.
11. Recruits' mentors and mentees.
12. Provides mentor and mentee orientations and coordinates with the tribal education sites for on-site or off-site tutoring for mentees.
13. Prepares outreach material and outreach event reports for management.
14. Co-facilitates all group sessions.
15. Interacts with Tribes, partners, staff, Native American students, and families to promote the goals and objectives of the program.
16. Maintain office and cultural supplies by checking inventory and ordering items.
17. Manages an additional caseload of other matches meeting best practices in mentoring and recruits the additional recruitment of volunteers to develop into mentors.
18. Communicates with school personnel, families, referral agencies and other organizations to increase program referrals.
19. Co-facilitates the Native American Student Alliance at South Valley High weekly by sharing cultural activities and outreaching to student interns.
20. Participates in local events within the Native American community and beyond too outreach to youth and adults.
21. Interviews new mentees and collects information to facilitate selection and matching with a mentor.
22. Facilitates all aspects of the screening process.
23. Completes NOBLE Pre-Assessment for all referred youth to determine eligibility.
24. Supports youth and their families in completing the application process.
25. Provides support to volunteers in completing all required paperwork.
26. Provides follow up trainings as needed to youth and adult participants.
27. Other job duties as assigned.

### **Qualifications/Requirements:**

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A.A. Degree from an accredited college or two years experience in Tribal mentoring, working with youth and tribal families or related field.
2. Proficiency in Microsoft Office.
3. Must be able to prioritize workload.
4. Effective verbal and written communication.
5. Exceptional organizational skills and dedication to completing projects in a timely manner.
6. Must be able to operate office equipment and digitalize video recording equipment and must possess knowledge of desktop publishing software.
7. Must have the ability to establish and maintain cooperative working relationships.
8. Valid California Driver's License and insurable.
9. May be required to travel.

**Physical Demands:**

The physical demands to successfully perform the essential functions of the job is described in this section. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle or feel objects, tools, or controls. Must be able to walk up steep hills, carry up to 50 lbs., and able to work safely around water.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are times where the noise level may be loud. Must be able to work in an area where a high degree of concentration is necessary to perform the required job duties.

**Other:**

1. Must be able to pass pre-employment drug screening exam.
2. Must be sensitive to the needs of the Indian community, their culture and traditions.
3. In accordance with Title VII of the 1964 Civil Rights Act, sections 701 (B) and 703 (1), preference in filling vacancies will be given to qualified Native American Indian candidates. Pinoleville Pomo Nation is also committed to achieving full equal opportunity without discrimination based on race, religion, color, sex, national origin, politics, marital status, physical disability, age, or sexual orientation.
4. Must possess a positive attitude.
5. Must enjoy working with children.

**PPN is an “At-Will” Employer:**

You may resign at any time, with or without cause and without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice except as may be required by law. This job description does not constitute an agreement or contract for employment for any specified length of time. No supervisor or representative is authorized to make assurances to the contrary.

**I have read and understand my job description and agree to abide by the terms stated within it.**

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Employee Signature:

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Date: