



CALIFORNIA INDIAN MUSEUM & CULTURAL CENTER

Program Manager / Native Youth Career Development Specialist

The California Indian Museum and Cultural Center's (CIMCC) purpose is to benefit and enrich the culture of the people of California and the general public. CIMCC is looking for a highly organized, independently motivated Program Manager/Native Youth Career Development Specialist to support grants, including career development for youth and young adults in the California Native community. As part of our program, CIMCC is opening a gift shop to provide training, support, and career development for Native youth, and this position would have responsibility for all aspects of the retail store.

Job Responsibilities

- Performs professional and administrative work to operate and manage of grants, including career development for youth and young adults within the California Native community.
- Implement and teach curriculum in a classroom setting to small groups of program participants.
- Communicate with a diverse range of youth/young adults to establish, develop, and maintain nurturing, respectful, trusting relationships and is sensitive to cultural differences. Participate in community outreach by doing classroom and event presentations and/or booths.
- Assess and conduct individualized career planning utilizing assessment tools appropriate for youth/young adults to evaluate academic skill levels, career interests, and job readiness. Provide training to youth/young adults on building skills and searching for a job.
- Connect to resources to identify, network, and create relationships with a variety of community agencies and resources for youth. Able to market CIMCC's program as a

resource and build collaborative partnerships with other youth-focused organizations to build CIMCC's program.

- Responsible for all aspects of retail store operations, including: ensuring availability of merchandise, hiring and managing employees, integrating candidates from career development program when possible, and maintaining a safe and clean environment.
- Able to perform a variety of special projects and other related duties as required

Required Skills

B.A degree plus four (4) years of office or teaching experience.

Strong public speaking skills.

Strong written and verbal communication skills.

Ability to work independently and with limited oversight; determine priorities and follow through on projects.

Ability to establish and maintain positive and effective working relationships.

Strong computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint; familiar with social networking and image software, page layout and Adobe Creative Suite.

Ability to lift and carry up to thirty (30) pounds.

Ability to work evening or weekend hours as necessary to deliver curriculum programming and events.

Nonprofit and grant experience is highly preferred.

Experience updating website highly desirable.

Experience working with Tribal communities is preferred.

Familiarity with California Indian/Native American history, culture, art and/or communities through education or related experience is preferred.

Experience administering youth program is preferred.

Compensation:

\$23.00-\$25.40 per hour with benefits

Application Procedure:

Please submit your Resume with a cover letter and writing sample by email or mail:

California Indian Museum and Cultural Center
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Santa Rosa, CA 95403
cimandcc@aol.com