AMERICAN INDIAN CENTER

Job Description

Position:         Community Outreach Coordinator

Full Time Status:    1.0 FTE

Report to:         Executive Director

Salary: $38,000.00 - $45,000.00, negotiable, based on experience

POSITION DESCRIPTION: The position of Community Outreach Coordinator will provide consistent community organizing and engagement to ensure that community voices are central to the development of the future of the urban American Indian community.  This individual must be highly organized and possess excellent oral and written communication skills. Knowledge of and working experience in the American Indian community is essential.

DUTIES & RESPONSIBILITIES:

* Develop and implement a community organizing strategy to connect with American Indian community members, build relationships, and connect energy and projects for collective action.
* Serve as a representative of AIC at requested public events and forums and create a system to track various engagements
* Organize, promote, and facilitate group engagement
* Develop and maintain a system of tracking participants, topics, and evaluations.
* Build relationships with native and non-native community members and organizations, tribal governments, and other organizations by attending meetings, phone contacts, zoom meetings, and direct person-to-person interaction and create a system to track these engagements.
* Collaborate with community organizations, as well as Programs Director and Arts & Culture Director, to ensure community participation at community gatherings and civic participation activities
* Organize, manage, track participants, and report on AIC’s campaigns and various policy work.
* Provide communication and liaison assistance between community members and other stakeholders.
* Foster collaborative projects within the Native American community and organizations in the development of culturally engaging and motivating media (print, presentations, video, etc.) and web-based content that engages and informs Native American community members, particularly young people, about community-centered development
* Assist with fundraising activities including writing grants, grant research, budgets, and reporting outcomes to the Executive Director
* Present to partners, funders, and community members (public speaking required).
* Other duties as assigned.

SKILLS, KNOWLEDGE & ABILITIES:

* Strong verbal, written, and presentation skills.
* Proficient knowledge of the urban Native American and tribal communities
* Excellent meeting, planning, and facilitation skills.
* Computer literacy with strong proficiency in database management, web-based communications, and Microsoft Office suite.
* Proven ability to work well as a team member and to coordinate/assist diverse groups of people
* Demonstrated capacity to meet deadlines and manage multiple tasks
* Excellent personal accountability, self-motivation, and job execution
* Experience organizing events and forums
* Knowledge and experience with various advocacy and organizing approaches, the public policy making process, issue campaigns, and urban development issues
* Attention to detail with strong editing skills.
* Ability to meet deadlines.

QUALIFICATIONS:

* Bachelor's degree preferred, equivalent experience will be considered with verified letters of reference
* 2-4 years of experience working in community organizing and/or public affairs.
* Must have experience effectively working with tribes, tribal communities, schools, and nonprofits.
* Must have personal transportation available for use, ability and willingness to travel as needed.
* Must pass criminal background check

All offers of regular, and/or full-time staff employment are contingent upon satisfactory results of a drug test/background check.

Please address all resumes to:

Melodi Serna, Executive Director at [melodi@aicchicago.org](mailto:melodi@aicchicago.org)

Or

Mail to:

American Indian Center

Attn: Melodi Serna, Executive Director

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