MINNEAPOLIS
AMERICAN INDIAN CENTER

1530 East Franklin Avenue * Minneapolis, Minnesota 55404
Phone: (612) 879-1700 * Fax: (612) 879-1795
Website: www.maicnet.org

JOB DESCRIPTION

POSITION: Prevention Specialist
PROGRAM: Native CLAN Program
SALARY: $38,000 - $40,000 per year

The project goal of the Minneapolis American Indian Center’s Native Culture, Language and Arts Network (CLAN) is to prevent or delay the onset of use of alcohol and drugs among American youth ages 5 to 18 in the urban Twin Cities area by strengthening cultural identities, fostering a sense of purpose, and promoting a sense of community support.

DUTIES AND RESPONSIBILITIES:

- Assist Program Assistant to form Native CLAN Advisory Council to advice on program activities specifically the development of six cultural education sessions including information on traditional perspectives toward ATOD (alcohol, tobacco and other drugs) and expected roles and behaviors for teen women and men.
- Assist Program Assistant in developing a multi-faceted marketing and recruitment plan for all of CLAN components then create promotional material for CLAN Program.
- Implement recruiting plan for all of CLAN activities, especially to recruit 25 female and male youth for educational sessions and cultural activities.
- Procurement of supplies needed, room set up, prepare sign-ins, session logs, and evaluation instruments as applicable for education sessions and program’s activities such as traditional cultural activities, including but not limited to hoop dancing, sports, archery and canoeing.
- Schedule/calendar for Drum and Dance. Post to social media, program’s page, MAIC website, update regularly.
- Oversee & assist with sessions and activities, ensure participants sign-in, complete session log and administer evaluation instrument as necessary.
- Develop plan and schedule for implanting Positive Community Norms (PCN) across the year and host regular planning meetings.
- Develop & implement recruitment plan for youth to participate in PCN activities, develop promotional materials and disseminate.
- When training is available, Prevention Specialist must attend training and be certified.
- Attend job related DHS ADAD training sessions.
- Various duties assigned by Program Director.
QUALIFICATIONS:

- BA in American Indian studies or related field or comparable work experience.
- 2 years working in American Indian Community
- Intermediate / Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint) is desired. Knowledge of Microsoft Office (Word, Excel, PowerPoint) is required.
- Possess excellent motivational and communication skills.
- Ability to multi-task, demonstrate initiative and have a strong work ethic.
- Knowledge and understanding of American Indian culture, practices, history and community.
- Must pass criminal background check.
- Must have no drug/alcohol/substance abuse related problems.
- Reliable transportation w/valid Minnesota driver's license and proof of current insurance is a plus.
- Native American preference.

Submit Cover Letter, Resume and 3 References by September 24, 2021

csecola@maicnet.org or Cheryl Secola, Program Director
Culture Language Arts Network
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