

Apprenticeship: Youth Apprentice

Department: TBD

Program/s: TBD

Reports To: TBD

Employment Category: Part Time, Temporary

FLSA Status: Exempt or Non-Exempt

Position Summary: The Youth Apprentices work directly with the program they are matched with, which can include finance, billing, information technology, business, administration, facilities maintenance, food sovereignty, youth development, maternal child health, substance abuse prevention, suicide prevention, communications, graphic design, cultural services, nutrition, physical fitness, community organizing, human resources, and policy development. They will work directly with staff to assist with activities such as outreach/awareness, community events, partnership building, trainings, data entry and other tasks depending on the program placement.

Essential Duties and Responsibilities:

- Assists with social media efforts and outreach.
- Works with programs to strategize and reach Native American 14-24 year olds.
- Provides administrative support to the project team. Assists with policy writing.
- Assists with planning and preparation for trainings, outreach activities, programs and events.
- Assists with data collection, data entry and filing data appropriately. Maintains confidential records.
- Collaborates with team to build a support system that integrates Traditional Healing and culture.
- Educates the target community on various outreach programs and agency programs for health and well-being. Distributes educational materials in the community and informs clients of upcoming events or programs.
- Assists in planning, preparation and staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.
- Prepares and writes progress reports as needed.
- Demonstrate and maintain professionalism
- Will depend on placement

Other Duties and Responsibilities:

- Interacts with community to determine methods of prevention and engagement that we can implement
- Participates actively as member of inter-departmental team.

Education/Experience: High School Diploma is preferred but not required. Must be currently enrolled in high school, or currently enrolled in I-LEAD.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.