



National Indian Youth Council, Inc.
318 Elm Street SE, Albuquerque, New Mexico, 87102
Telephone: 505.247.2251 Fax: 505.672.7778

Program Support Assistant

Farmington Field Office

Pay rate: \$10.57 to \$15.29/hr.

General Duties:

- Interview and assess qualifications of program applicants
- Determine eligibility using program guidelines
- Conduct outreach activities including, recruitment, program awareness, and presentations
- Establish and maintain professional partnerships/relationships within local and regional areas
- Provide office support to job developer and field office manager

Qualifications:

- High School Diploma or equivalent
- Associates' or Post-Secondary Certificate/Diploma in human services or other related field (preferred)
- One (1) year experience in interviewing and public speaking
- Must have basic computer knowledge and typing skills
- Must be able to communicate effectively in both oral and written form
- Must have knowledge of community resources, career planning, occupation exploration, personal development and financial aid
- Ideal candidates will possess, problem solving skills, attention to detail and ability to multi-task

Must have experience working with the Native American/Alaska Native Community.

Required travel: 25% (Required)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Other

Closing Date: 1/20/2020

To Apply: Email a cover letter, resume and 3 letters of recommendation and/or references to:
Tina M. Farrenkopf, Executive Director at tfarrenkopf@niyc-alb.org