



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

Field Office Manager – Full-Time

National Indian Youth Council, Inc. - Gallup, NM 87301

Pay rate: \$15.38 - \$20.20 an hour

The National Indian Youth Council Inc.'s (NIYC) Gallup Field Office Manager oversees and administers a remote workforce development and training program (funded by the US Department of Labor's Division of Indian and Native American Programs, under the Workforce Innovation Opportunity Act). NIYC's workforce program serves off-reservation Native American and Alaska Native adults living in New Mexico who are unemployed or underemployed and looking for employment or to enhance their job skills.

Primary Responsibilities:

- Develops, plans, and provides for quality program services delivery by coordinating and collaborating with NIYC administration and other Field Office Managers.
- Provide fair and consistent supervision, direction, training, and motivation to all Gallup Field office staff.
- Monitors and oversees field office finances and budget in compliance with federal and NIYC regulations and policies.
- Prepares and submits all NIYC requested/required program, personnel, and financial reports in a satisfactory and timely manner.
- Assures timely, qualitative and equitable services to all participants and applicants.
- Assists in the hiring of field office staff positions as directed.
- Develops and maintains strong working relationships with employers and other community stakeholders for job development and placement.
- Creates and/or maintains a field office page on Facebook.
- Responsible for overall caseload management, case staffing, monitoring and follow ups at the Gallup Field Office.
- Oversees and performs outreach, recruitment, and provides presentations on program services in the community at various organizations and community events.
- Develops, maintains and uses a networking system within the local and regional area.
- Develops, negotiates, and monitors worksite agreements and professional service contracts for the Gallup Field Office.
- Regularly meets with NIYC management and Field Office Managers to coordinate and provide support in personnel issues, caseload management, recruitment, outreach services, training needs, etc., and to aid in program planning and improvement.
- Collects, reviews and compiles participant data.
- Prepares necessary participant paperwork and refers to proper office(s) for processing.
- Conducts program participant post-termination follow-ups. Assists staff with computer support, as needed.
- Provides assistance in the application of grievance procedures per personnel policies and federal regulations, if and as needed, for staff and participants.
- Provides and/or coordinates workshops for participants as needed.
- Other tasks as assigned.

Qualifications:

A Bachelors' degree in Business, Education, Career Development, Social Sciences, Psychology, or other related field is preferred. Or an Associates' degree with significant overall program administrative experience. Should have at least three or more years of relevant experience in employment development or career placement work. Three or more years of prior experience with direct supervisory experience is required. Must be able to communicate well in the English language, verbally and in writing. Must have significant experience working with and for Native American and Alaska Native people and communities.

Required travel:

- 25% (Required)

Benefits:

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