



National Indian Youth Council, Inc. • EMPLOYMENT & TRAINING PROGRAM

318 Elm Street, S.E., Albuquerque, New Mexico 87102 (505) 247-2251 FAX (505) 672-7778

Job Opportunity

TITLE OF POSITION:	Executive / WIOA Director
CLASSIFICATION:	Full Time, Exempt
SUPERVISOR:	Board of Directors President
LOCATION:	ABQ Administrative Office

Closing Date: June 25, 2021

GENERAL DESCRIPTION OF RESPONSIBILITIES

The Executive/WIOA Director of the National Indian Youth Council, Inc. (NIYC) works closely with the board on strategies to improve access to services for the American Indian urban community in New Mexico. The ED leads the organization and staff in designing, planning, and implementing employment and training programs for the Workforce Innovation and Opportunity Act grant as well as directs staff and develops infrastructure to support long-term growth and sustainability.

Duties and Responsibilities

- Ensure that NIYC stays focused on the strategic plan and the portfolio of work approved by the board.
- Maintain and build strong, diverse external relationships and partnerships, including clients, community organizations, and local, state, and federal officials.
- Advance the leadership and skills of the staff at NIYC.
- Supervision of NIYC management staff
- Enhance organizational teamwork and culture.
- Maintain the organization's financial position and diversify funding sources.
- Provide and assist with monitoring, evaluation, and quality assurance of all programs.

Skills and Experiences

- Minimum five (5) years relevant work experience with no less than three (3) years' managing staff, building internal operations, and implementing a strategic plan.
- Five (5) or more years of experience in community organizing and operating community programs.
- Strong fundraiser with a proven track record in grant writing and raising funds from private foundations.
- Excellent written and oral communication skills.
- Comfortable and effective working as part of a culturally diverse staff and alongside diverse community partners.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Demonstrated skills in professional writing.
- Strong commitment to the mission, goals, and values of NIYC.
- Demonstrated experience and commitment to working with Indigenous communities.
- Must be able to communicate in the English language verbally and in writing.

Education

- Master's degree required or professional degree in a related field.

Working Conditions

- Ability to work during NIYC's normal operating hours (8:30 – 5:00, M-F).
- This position is eligible for remote work.
- Ability to travel, as needed – up to 25% of working time.
- Ability to work evenings and weekends
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time.
- Position continually requires the ability to talk and hear both in person and over the phone*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard*

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

Compensation

NIYC values its employees, and as such, offers a competitive total compensation package which includes cash compensation and benefits. This position is eligible to participate in the following benefits: Cafeteria Plan: including health, dental, and vision insurance, retirement plans, health savings account (HSA), disability insurance, and more. This position is also eligible for paid time-off (PTO) benefits.

Salary Range: \$90,000 - \$100,000 (commensurate with experience)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. New Mexico is an "employment-at-will" state. Therefore, employment as a team member of the National Indian Youth Council (NIYC) is considered to be "at-will" and may be terminated by you or the employer at any time.

To Apply

Along with the application, you will be asked to submit your resume with at least three (3) professional references, a professional writing sample, and a cover letter that includes your interest in the position, a detailed explanation of how your experience meets the qualifications and prepares you for the responsibilities outlined in the job description, a brief description of your current understanding of NIYC's mission, any previous involvement you had had with NIYC, and your salary expectations. The deadline to apply is close of business on June 25, 2021. Candidates will be contacted by NIYC on or around July 6, 2021 to discuss next steps.