

Position Title: Project Specialist: Parenting in 2 Worlds for Urban American Indian Families

Reports to: DICI Executive Director

Location: Denver Indian Center, Inc.

Denver Indian Center, Inc. (DICI) : Empowering our Youth, Families and Community through Self-Determination, Cultural Identity and Education

Position Summary: The Parenting in 2 Worlds Project Specialist will manage all daily operations of the project activities under the supervision of the Executive Director.

Position Pay Scale: \$43,000-\$46,215

Supervisory Role: This position supervises all those providing services within the Parenting in 2 Worlds project. This includes session facilitators, recruiters and child care providers.

Responsibilities: Included, but not limited to

- Organizing and coordinating all Parenting in 2 Worlds informational and training sessions,
- Developing a plan for recruiting and tracking participants
- Developing a work plan and ensuring that all tasks are completed,
- Monitoring required documentation liaising, with Arizona State University project personnel and, in coordination with the Executive Director, ensuring that all deliverables are transmitted to Arizona State University.
- Demonstrating a positive image of the Denver Indian Center, Inc. to the Native community and public.

Educational Requirements:

- Bachelor's Degree in human services, social services, education or related field

Experience, Knowledge and Skills:

- Experience working with American Indian/Alaska Native communities and working knowledge and understanding of Native cultures.
- Demonstrated experience with youth and/or adult educational program management
- Experience supervising professional staff and conducting professional meetings
- Demonstrated experience working with culturally diverse communities
- Self-directed and motivated with strong organizational, systematic and orderly abilities including attention to detail
- Ability to prepare and deliver oral and written presentations to diverse audiences
- Ability to work flexible schedule to accommodate program delivery, including evenings and weekends
- Ability to travel overnight, out of state, a minimum of one trip annually for 2-3 nights.
- Ability to represent the Denver Indian Center and Parenting in 2 Worlds Project in public forums and events
- Foundational knowledge of teaching, counseling and coaching techniques

- Willingness to work in a team oriented environment and perform other duties as needed for success of the Denver Indian Center

Other Requirements:

- A current/valid driver's license and ability to be placed on DICI vehicle insurance
- Agree to criminal background check
- Current CPR and First Aid Certificate, or agree to take certification classes
- Demonstrated punctual and reliable attendance habits

Instructions to apply: Submit a cover letter and resume to rick@denverindiancenter.org with the subject line, "Parenting in 2 Worlds Specialist"

Position Announcement Date: September 19, 2022

Position Application Deadline: This position will remain open until filled