



# MIGIZI

**MIGIZI COMMUNICATIONS**

**Program Director**

The Program Director is tasked with the design, planning, coordination, monitoring and implementation of educational and career support activities across MIGIZI programs. The position ensures the healthy development of American Indian youth and the accomplishment of the goals, objectives, and outcomes as required. This position leads staff to ensure youth are successful in setting career goals through education, training, mentoring and coaching. This position will be responsible for managing program staff and leading the programs of the organization. . This position reports directly to the Deputy Director.

### **Join the Circle**

When you come to work at MIGIZI you join a legacy that spans back to 1977. MIGIZI's mission is to provide a strong circle of support that nurtures the educational, social, economic, and cultural development of American Indian youth. We are passionate about the success of our young leaders and make sure resources are available while using our voice to advocate for equitable education for our community. Our vision is for American Indian youth to be acknowledged and honored for their sacred gifts and boundless potential – which they share – as leaders – with their communities and nations. When you join the Circle, you join a tradition in investing in our future leaders for generations to come.

### **Essential Duties and Responsibilities**

- Develop an annual work plans for yourself and staff to meet goals and objectives for all programs in partnership with Deputy and staff
- Supervise and directly manage CLAW staff Provide key academic support and planning to Indigenous Pathways instructors by closely collaborating on Independent Learning Plans, tutoring needs, and credit recovery services
- Participate in the collection of data, story collection and assessing outcomes through outcome tracker, and regular meetings to learn, celebrate and/or redefine strategies for all programs
- Lead and participate in program evaluation activities

- Support and contribute to the Grant reporting requirements for programs in partnership with the Deputy Director and Program and Projects Manager
- Maintain timely and accurate program records in the organizational database
- Recruit, assist and advise youth in pursuit of their goals
- Manage and coordinate project activities and collaborate with project/program teams on a daily basis
- Maintain, strengthen, and build MIGIZI's programmatic partnership relationships
- Plan and deliver education support programming and individualized learning plans that increase educational effectiveness with youth including tutoring, credit recovery, classroom and GED support
- Monitor and track individualized learning plan benchmarks and modify as needed
- Actively work with a variety of stakeholders from parents, to schools, to other community organizations
- Develop youth afterschool and out of school time curriculum in partnership with consultants
- Develop Youth Leadership Network program and manage implementation
- Management of partner schools and staffing that effectively meets MIGIZI, school and student goals
- Plan, develop, and implement quarterly showcases in collaboration with program staff
- Engage with parents, guardians, and community to build positive, trusting relationships that foster open communication and feedback
- Management of programs with our partners and delegation of staff
- Comprehensive management of day to day activities of all programs
- Manage program for post secondary opportunities and support
- Engage youth as full partners in activities
- Communicate as required with families of youth served
- Network within institutions and systems to strengthen relationships and opportunities

### **Required Knowledge, Skills, and Abilities**

- Bachelor's Degree or equivalent experience required
- Must have at least 3 years of direct management and/or supervisory experience
- Youth work experience preferred
- Minimum of 5 years experience planning, coordination and successful implementation of educational and internship support activities with American Indian youth
- Contribute to a cooperative, collaborative and flexible work team environment
- Model positive behaviors to youth and staff

- Proven ability to actively engage youth and their families/guardians in the creation and pursuit of education and career goals
- Excellent written and oral communication skills
- Knowledge of American Indian values and cultural practices
- Knowledge of and familiarity with Minneapolis/St. Paul Indian communities
- Background and ability to work with youth in a variety of settings and on a variety of projects
- Computer skills (MS Word, Excel, Powerpoint, and Google Documents)
- Maintain confidentiality of required information
- Good driving record and ability to transport youth with an organizational vehicle.
- Submit to a criminal background check as a prerequisite
- Additional duties as assigned by supervisor

### **Preferred Knowledge, Skills, & Abilities**

- Previous Salesforce (or other CRM) database experience
- Strong ties to the Native community in and around the Twin Cities Metropolitan area
- 5+ years of management and supervisory experience
- 7-10 years of experience with the planning, coordination and successful implementation of educational and internship support activities for Native youth
- 2-3 years of experience with program evaluation work

### **Work Environment**

Program directors work in MIGIZI offices, schools, or in a field environment with youth programming. They spend time traveling implementing programming across multiple school districts. A great deal of time may be spent standing and walking.

### **Other**

- This is a full-time, 40 + hour/week in-person position
- Some weekends and evenings may be required as well as the occasional overnight
- Reliable transportation, valid driver's license, and automobile insurance
- BCA Background check
- Ability to lift 50 lbs.

### **Benefits**

- Salary Range: \$65,000-72,000
- Generous PTO and Holidays
- Excellent benefits including; health and dental, LTD, STD and Life insurance, 401k contribution

**Apply**

1. Email [kelly@migizi.org](mailto:kelly@migizi.org) with the subject line: Program Director \*Your Name\*
2. Include in the email your cover letter on why you would be a good fit at MIGIZI and your resume.
3. Include three professional references with email addresses and phone numbers.

EEO: It is the policy of MIGIZI to recruit, hire, train, promote, and otherwise make personnel decisions without discrimination based on race, color, religion, national origin, marital status, political affiliation, affectional orientation, gender identity, status with regard to public assistance, disability, sex, age, or any other classification protected by law.