



**AMERICAN INDIANS IN TEXAS
AT THE SPANISH COLONIAL MISSIONS**
Keeping the Culture Alive

Community Engagement Coordinator

Job Description

Job Summary:

The Civic Engagement Coordinator will work under the supervision of the Program Manager and assist with managerial, operational and administrative duties within the program. Duties include: Assisting with the progress and process of the program, planning activities, planning activities promoting Restorative Justice, Civic Engagement, Economic Justice, and Tribal & Urban Native Equity, as well as assist in maintaining a running network fo partners that would work to support AIT-SCM's Community Engagement Initiatives.

Job Functions:

- Cultivates strategic partnerships to support the success of the initiative, including those that can support the social service plans that youth and their families determine
- Carries out timely, accurate and clear evaluation of program participants based on reporting requirements determined by supervisory staff.
- Assists Community Engagement Manager in developing goals and objectives for the program on a determined basis
- Developms and implements systems to collect accurate demographic and othe contact information required for program evaluation
- Discern and implement methods for youth recruitment, coordination adn screening prior to scheduled sessions at their sites
- Coordinates weekly meetings with immediate staff to create a shared plan of action and pariticipates in all staff and volunteer training sessions
- Assures that research protocols are carried out by program participants and manages closely with coordinator and evaluator
- Additional duties as assigned



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Job Requirements:

- The Coordinator must have either an Associates Degree with 5 years experience, a Bachelor's Degree in social sciences with 2 years experience working with community resources OR 5+ years experience working within specified Communities.
- The ideal candidate will have some experience working with Native American Tribes, Communities, Populations.
- Must pass a background check and have a valid driver's license. Position also requires auto insurance and reliable transportation.
- Must be computer literate with working knowledge of Microsoft Office Suite, internet and willing to learn additional applications and communication software.
- Demonstrate cultural diversity awareness and the ability to work with a diverse population.
- Align with the operating values and mission of American Indians in Texas at the Spanish Colonial missions.

How to Apply:

Please send a resume and cover letter to Ramon D. Vasquez via email at:

RamonDV@aitscm.org