



Tucson Indian Center

Human Resources Department

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Job Description

Job Title: Community Outreach Specialist

Salary: Grade 23 Non-exempt DOE

Status: Part-Time

Hours: 19 per week

Department: Social Services

Job Location: Tucson, Arizona

Nature of Work:

Incumbent is responsible for developing and providing programs that build the leadership capacity and advocacy skills of American Indian adults and parents as change agents within their own community. Incumbent will monitor, recruit, and retain urban Indian parents for a leadership development program; attend required training; and provide monthly reports to the Social Services Director. Funding sources include: The Marguerite Casey Foundation.

* Must be able to maintain a valid Arizona driver's license and be able to pass a fingerprint background check.

Essential Functions:

1. Train parents and youth to become effective community leaders, advocates, and/or organizers.
2. Train adults in financial literacy curriculum and asset building training in order to increase knowledge of family economics, reduce poverty, and increase net worth
3. Recruit, host, report and retain members for the United Native Community and the Other related program.
4. Provides a weekly update on clients during Enrollment meetings and to the Social Services Director in weekly & monthly written reports.
5. Recruit, organize, and host community forums to increase Native American political knowledge with local tribes, City, County, and State governments
6. Monitors and tracks all deliverables and prepares all required reports accurately and in a timely manner.
7. Other duties as assigned

Required Knowledge, Skill and Ability:

- Effectively recruit and work with members of the American Indian community
- Consult community members and use existing data to identify and prioritize leadership and advocacy skill-building needs
- Carry-out community-based activities per a work plan
- Comfortable in working with groups, including providing group facilitation and training
- Communicate effectively, both orally and in writing, and able to follow written and verbal instructions
- Working knowledge of community resources and the ability to establish and maintain effective working relationships in-house and outside agencies
- Experience in interpersonal relations as applied to interaction with contacting agencies, customers, community members and groups, and organization personnel
- Use tact, courtesy and respect with others, orally and in writing
- Document and organize program information
- Use the Internet, email and computer software (word processing, graphic, spreadsheet) to communicate effectively and document activities
- Render logical, clear, and effective written reports and presentations
- Maintain confidentiality

Required Experience and Training:

- Bachelor's Degree in Social Work, Human Services, education, business or related field. Or a combination of four (4) years of work experience in Customer Service/ Public Relations in a Human Services environment with knowledge of training, facilitation, community mobilization and leadership development. Or a combination of academic education, professional training, and experience, which demonstrates the ability to perform the duties and responsibilities of this position.
- Proficient in Microsoft Word, Excel, and database manipulation.

Additional Requirement:

- Must possess valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must pass Arizona DPS Finger Print Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

- Ability to sit for long periods of time in an office environment with low to moderate noise
- Ability to sit in front of a computer for 6-8 hours a day.
- Ability to travel to various locations, including out of state.

Supervisory Status:

- Non-Supervisory
- Reports to Social Services Director

Reviewed and Approved By:

_____	_____
Department Director	Date
_____	_____
Human Resources Representative	Date
_____	_____
Executive Director	Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

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