



JOB DESCRIPTION

Youth Spirit Project Manager

Job Description

The Swinomish Indian Tribal Community is recruiting a full time program manager for the Youth Spirit five-year youth health and wellness program. This position is 40 hours/week for the five-year health and wellness program. The Youth Spirit Program Manager will work under the supervision of the Youth Spirit Program Director.

The program manager will be responsible for (1) attending trainings to ensure understanding of program goals and evaluation procedures; (2) publicizing, recruiting, and implementing Youth Spirit program curriculum and activities with Swinomish youth (3) ensuring the accuracy and confidentiality of evaluation survey completion and timely reporting of results (4) working under the guidance of the Youth Spirit advisory committee and director, and in coordination with the La Conner Public School District and the Swinomish Tribal Community departments.

Minimum Qualifications

Requirements for the program manager are as follows: Experience with and sensitivity to working with different cultures, minimum of five years' experience implementing a youth program for adolescents and teenagers, teaching or training experience. Desired qualities include: enthusiasm for working with adolescents; desire to educate youth about health and wellness; ability to complete reports in an accurate and timely manner; ability to coordinate with different groups and individuals; ability to plan and carry out activities.

Salary

\$45,000 /year for the five year program.

Application

Must be able to pass a successful criminal background check and drug test. Request an application and job announcement by calling 360-466-7347 or 466-1216, or email aiedwards@swinomish.nsn.us or gcerrillo@swinomish.nsn.us. Send cover letter, resume

and application to **Swinomish Indian Tribal Community, Human Resources, 11404 Moorage Way, La Conner WA, 98257.**