

JOB ANNOUNCEMENT
NACTEP Job Developer
(Native American Career and Technical Education Program)

OPENING DATE: September 29, 2016
REVIEW DATE: October 14, 2016
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$40,000 - \$43,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473. NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Job Developer will help students successfully navigate the current job market and to secure permanent employment. This includes assisting students with resumes, cover letters, interviewing skills and navigating the job search. The Job Developer may also assist students with finding work experience or on-the-job placement opportunities. The Job Developer will establish employment goals with each student, assist students with the development of an Education to Employment Plan, provide community outreach through networking with employers, and make contacts for potential employment opportunities available to students. **Please note that this position is a grant funded position.**

DUTIES & RESPONSIBILITIES

1. Employ an assessment tool to use with each program participant to identify the level of hard skills the participant currently holds;
2. Co-create and employ an Education to Employment Plan with each program participant that effectively serves as a road map to training needs and employment goals of each trainee. The Job Developer and program participant will work together to update the Education to Employment Plan at least annually;
3. Assist students with the development of creating strong resumes, cover letters and preparing for interviews as well as navigating the job search;
4. Network with relevant employers and represent our organization;
5. Locate potential employment opportunities and work experience opportunities for our trainees;
6. Provide assessments of the local economy to be aware of changing or emerging job trends;
7. Maintain comprehensive and accurate records to document employer contact information and develop a database of employer contacts;

8. Provide follow-up visits with students after they are placed in permanent employment to provide assistance to both students and current employers. Follow-up services include involving the business in different aspects, inviting them to the advisory board and facilities, organizing ceremonies where we recognize employers' support and commitment;
9. Ensure the new employee performs to employer's satisfaction, support new employee both in and out of the workplace setting and helps troubleshoot when issues arise; and
10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

- A Bachelor's Degree in Business, Human Services or related field
- At least two (2) years of experience in Higher Education Setting
- Prefer experience as a Job Developer, with an ability to design and implement employability workshops
- Strong marketing skills
- Ability to research and assess regional trends in the job market, especially as it relates to Native Americans
- Proven ability to work in a team environment in order to achieve strategic and departmental goals
- Strong interpersonal skills and an ability to work well with all people
- Excellent organizational, communication, and planning skills

Other Qualifications:

Must have a current driver's license and a driving abstract that meets employer qualifications for insurability as well as the ability to travel on occasion.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Internet software; Spreadsheet software and Word Processing software.

Other Skills and Abilities:

- Preference is given to those with experience working in Native communities and organizations
- Strong interpersonal skills and an ability to work well with all people.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu