

## Lower Sioux Indian Community (LSIC) Cankuya Post-Secondary Coordinator -- Job Description

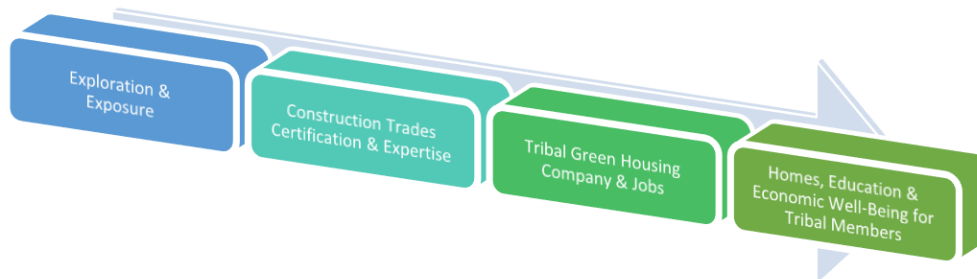
**Title:** Cankuya Post-Secondary Coordinator (grant-funded with potential for continuation)

**Reports to:** Education Coordinator & Housing Director

**Fulltime Equivalence:** 1.0 FTE

**Summary:** This new position will assist the Education Department in creating Cankuya, a new post-secondary mentoring and training programs for Lower Sioux members and other Native students in the area who are interested in training for careers in the construction trades. In this first year, they will focus primarily on partnering with Lower Sioux Education, Lower Sioux Housing, Pyatt Studios, Minnesota West Community and Technical College, the Southwest Private Industry Council, and Southwest West Central Service Cooperative to manage a new 'Earn and Learn' construction trades certificate program. The goal is to train and certify at least 10 members' or other Native residents ages 16-24 years, that are out of school, in Construction Trades. The certificate curriculum will include MN West Construction trades course-work and hemp and green housing building on-site at Lower Sioux. This Coordinator will focus on recruiting and managing the students' through the year-long program as well as coordinating all required records, reporting and partnerships. Lessons learned from this initial construction trades pathway (Cankuya) will be used to plan future hands-on construction trades and other career-focused post-secondary training for Lower Sioux's Education Department. Knowledge of the Community and existing resources as well as strong problem-solving and communication skills are a plus.

### Cankuya: Cansayapi Post-Secondary Construction Trades Pathway



**Duties:**

- Co-develop Cankuya, a pilot construction trades post-secondary “Learn & Earn” training opportunity for Lower Sioux members and Native residents, in partnership with external educational and employment partners, through weekly meetings with Education and Housing Departments as well as twice-monthly coordination meetings with the entire team.
- Develop and post recruitment and enrollment materials for potential Cankuya candidates, using multiple media, including community newsletters, social media, and partnerships with area schools and employers.
- Recruit, enroll, and provide oversight to 10 Cankuya *out-of-school* students, ages 16-24 years through:
  - Eligibility determination for services.
  - Assessment of customer interests, abilities, and needs for employment and training services, and exploration of various career opportunities.
  - Develop employment/career/support service plan for each participant
  - Maintain proper file documentation
  - Maintain knowledge of program guidelines and budget
  - Regularly monitor progress through weekly check-in meetings with students, partners, and grantor--Southwest PIC.
- Partner with MN West and Pyatt Studio to design learning venue for the pre-build coursework.
- Coordinate on-site learning with Lower Sioux housing projects in Spring and Summer 2021.
- Develop and maintain quality working relationships with other social and youth serving agencies in the area.
- Attend meetings, trainings, or conferences that are beneficial to the customer, agency and/or program.
- Assist with coordination of special events.
- Serve on appropriate Committees as available/applicable.
- One-to-one and group work with the Cankuya students to make sure they succeed.
- Maintain knowledge of programs and services available in the area and processes for making referrals for Cankuya students if additional resources are needed.
- Participate in other Education & Housing Department meetings to report on Cankuya and help develop future post-secondary training and housing construction opportunities for Lower Sioux’s Housing Department.
- Collaborate with other agencies for potential funding opportunities.
- Assist Southwest PIC and Lower Sioux with preparation of reports.
- Perform other related duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of demographics, culture, customs and geography of the Lower Sioux Reservation.
- GED or High School Diploma Required. Associates degree or higher in social services, counseling, or related area and/or 3+ years of experience in youth serving services preferred.
- Interest and knowledge in youth service, education, and employment and training programs.
- Interest and/or knowledge in the construction trades.
- Ability and experience to develop and maintain effective and collaborative working relationships.
- Ability to communicate and work with people from diverse economic, cultural, and religious

backgrounds.

- Strong communication skills; ability to express self both orally and in writing and ability to follow oral and written instructions.
- Demonstrate attention to detail.
- Strong organizational and time management skills.
- Ability to do group presentations/workshops/one-to-one.
- Ability to present oneself in a highly professional manner and be an ambassador of the organization.
- Complete training and maintain certification, as available through PIC.
- Understanding of computer programs and social media.
- Ability to have reliable transportation.

**Disclaimer:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_