

Kickapoo Tribe in Kansas

Title: Outreach Assistant

Position: 1.0 FTE

Location: Kickapoo Tribe in Kansas Administrative Building

Supervisor: Circles of Care Project Director

Position Purpose

The Outreach Assistant will provide key outreach and engagement support for the Circles of Care team and their partners. The Outreach Assistant will work closely with the Project Director and other key partner programs to assist with program implementation including meetings and cultural activities, facilitate community feedback and evaluation as requested, and provide administrative support to the program on a daily basis. Additionally, the Outreach Assistant will maintain programmatic social media and communications outlets with resources and materials as provided by the Project Director and partner programs.

Essential Job Responsibilities for Recruitment and Retention Specialist - Performance Indicators

- Support the Project Director and key partners with program deliverables
- Provide administrative support on a daily basis including data entry and office work, interview and survey documentation, and records keeping, as directed
- Provide guidance and insight on Kickapoo culture, history, and traditions to the program
- Support program activities and events with setup, cleanup, registration, and documentation as directed
- Maintain programmatic social media accounts and electronic messaging kiosks with current and relevant communications

Preferred Education/Knowledge/Skills/Experience

- High school diploma/GED plus six months of relevant experience in education, social and/or health services, youth programming, or related field
- Strong working knowledge and experience with Kickapoo culture, traditions, and history
- Excellent interpersonal and communication skills
- Intermediate computer skills preferred
- Ability to handle multiple tasks often simultaneously
- Ability to work independently and maintain professional boundaries
- Strong organization and time management skills; ability to meet deadlines

Other Requirements

Must be able to pass a criminal history background check, be bondable, and eligible to obtain a valid Kansas State Driver's License and be insurable under the Tribe's vehicle insurance policy. Must pass an initial drug test and participate in a random drug-testing program of the Tribe. Travel required including to local program sites, out-of-state travel for staff meetings and grantee meetings/conferences as needed.

Drug-free Workplace Policy

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Indian Preference Policy

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applications in the absence of qualified Indian Preference eligible applications.

Privacy Act

The Director of Human Resources must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC552a)(i)(1).