

POSITION ANNOUNCEMENT

American Indian Community Coordinator Fellowship (Policy Analyst)

Limited duration, 1 year fellowship

DEPARTMENT AND LOCATION

Workforce Solutions Metro Square (Downtown St. Paul, MN)

SALARY RANGE

\$27.67 - \$41.08 Hourly (\$57,554.48 - \$85,446.67 Annually)

BASIC FUNCTIONS

The American Indian Coordinator Fellowship opportunity is one for a motivated and innovative community specialist that serves as an ambassador for the American Indian Community, in connection with Ramsey County, to help remove the barriers being faced among American Indians in accessing County services and programs.

Summary of Duties:

The list below is not all inclusive, it is a general description of the work that will be performed by this position:

1. Conducting outreach and community engagement to increase the community's leadership and power with regard to services and communication that impacts them.
2. Reviewing, evaluating and providing recommendations on issues regarding County programs and services to determine appropriate methods to make them more accessible and useful to American Indians.
3. Creating and maintaining an open channel of communication between the County and the American Indian Community, including the various tribal communities and American Indian community-based organizations, to increase the knowledge of County services and programs.
4. Collecting & utilizing data to analyze and adapt programs to align with community needs.
5. Representing Ramsey County in collaborative work and outreach with community, to identify appropriate representatives for various task forces.
6. Supporting development of brochures, posters and written articles for community newspapers and other communication venues (social media, Minn-Ind listserve, etc.) to promote County services in the community.

An ideal candidate will possess the following expertise and qualities:

- Knowledge of social service programs and program coordination in government, nonprofit, advocacy or related sector.
- Knowledge of equity and social justice issues, especially those that directly involve the American Indian community and members of under-represented communities and the organizations that provide services to them.
- Knowledge of Twin Cities American Indian community outreach, education, and engagement.
- Knowledge of the needs of the American Indian community and familiarity with the diversity of American Indian cultures in Ramsey County.
- Knowledge of community and neighborhood organizations in the County and of the assigned organization goals, processes, procedures, policies, and of County processes and procedures that impact the work performed.
- Knowledge of Microsoft Office Products including Outlook, Word, Excel, PowerPoint, and Access.
- Strong communication skills.
- Skill in program development and project management.
- Ability to collaborate with individuals and organization leadership from the American Indian community and diverse communities to foster working relationships between various County Departments and community organizations.
- Ability to analyze information and make recommendations.
- Ability to develop and maintain positive working relationships with multiple people and organizations and work collaboratively.
- Strong written and verbal communication skills.
- Values-based and relationship-based orientation to doing work in the community.

APPLICATION PROCESS

To view the complete job description and apply online visit <https://www.ramseycounty.us/jobs>. **This position will remain open for application until filled. Applicants should respond promptly as an initial screening of application materials will begin on October 16, 2023.**

**The minimum requirements for the fellowship are as follows.*

MINIMUM QUALIFICATIONS

Policy Analyst Fellowship

Education: Bachelor's Degree in American Indian Studies, Communications, Urban Studies, Public Administration, Public Affairs, Business Administration, Policy Analysis, Planning, Economics or a closely related field.

Experience: Two years of experience in policy analysis or related work (*this may look like experience related to research, project management, stakeholder engagement, community engagement and similar work*).

Substitution: **ANY** combination of related education and experience that equates to 6 years can be substituted for the bachelor's degree and required experience. *A Master's Degree in a closely related field may substitute for the two years of required experience.*

***Examples of related work environments** may include, but are not limited to, experience in community-based organizations or non-profits similar to Ain Dah Yung, American Indian Family Center or roles related to case workers, community engagement workers, transition coaches/counselors, program managers, outreach specialists, enrichment coordinators, advocates, and similar roles.