

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 226-2562  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail [melanie.piedalue@cskt.org](mailto:melanie.piedalue@cskt.org)**

**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Youth Leadership Program Coordinator

**LOCATION:** Tribal Health Department – St. Ignatius

**SALARY:** \$16.86 - \$19.38 per hour plus benefits (May be employed under contract)

**CLOSING DATE:** Thursday, March 21, 2024 at 5:30 p.m. (MST)

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Tribal Health (TH) Youth Leadership Program Coordinator provides the administration and management oversight for the Tribal Health Youth Leadership Program and the Tribal Health Scholars Program ensuring the programs goals and objective are achieved and measured in reportable formats.

- The TH Youth Leadership Program Coordinator will conduct recruitment and retention activities to engage TH recipient youth throughout the year.
- The Tribal Health Youth Leadership Program Coordinator will provide administrative and technical supervision of the staff assigned to the Youth Leadership Program and Scholars Program.
  - o Writing accurate position descriptions
  - o Setting clear and appropriate priorities and deadlines
  - o Setting clear standards of performance
  - o Conducting performance reviews in a timely manner reflecting attendance records
  - o Perform disciplinary actions as appropriate
  - o Create and implement staff training plans, with input from appropriate staff
  - o Utilization of staff incentives to ensure retention as needed
  - o Ensure compliance with CSKT Personnel regulations and guidelines
- The TH Youth Leadership Program Coordinator is responsible for the financial management of the Youth Leadership and Scholars Programs including but not limited to:
  - o Compliance to CSKT, Tribal Health and other funding sources, financial management standards such as procurement policies, capital equipment acquisition and others as identified by CSKT grants and contracts.
  - o Submission of budgets, compliance with processes for expenditure of funds and monthly financial reporting to CSKT and other funding sources.
  - o Ensures compliance with internal controls and conflict of interest standards.
- The TH Youth Leadership Program Coordinator serves as the primary contact for the CSKT Departments and TH Division Directors engaging with the Youth Leadership program or Scholar program to coordinate and schedule their involvement. Provide public presentations as needed.
- The TH Youth Leadership Program Coordinator develops, implements and evaluates the Summer Youth Program schedule of activities and provides recommendations.
- Other duties as assigned.

- *Request a copy of position description for full details.*

**MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

- Bachelor's Degree in a health related, business, or social field AND 1 years' experience in an administrative capacity
- OR 5 years' experience as a program manager including experience managing grants or contracts
- Must have valid Driver's license.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or [personnel@cstk.org](mailto:personnel@cstk.org)

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS**

**FOR MORE INFORMATION: Contact Amissa Kipp at THD (406) 675-2700 Ext. #5032**