

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-250 **Issue Date:** 09-05-18 **Closing Date:** 09-19-18

Financial Literacy Lead
Economic Development
Department of Administration
Hourly Wage: \$16.05/Temporary/Full-Time

Responsible for oversight of a financial literacy project between the Yakama Nation, Junior Achievement World, and local school districts. The training conducted in classrooms will allow all students on the Yakama Reservation in grades 5, 8, and 12 to receive financial literacy training. The position will provide training, scheduling, and supervision of the AmeriCorps members within the classroom assignments and other assigned areas. The AmeriCorps Lead will be the primary liaison between the program and assigned school districts. This is a grant funded position.

Examples of Work Performed:

- Gather data on program deliverables.
- Develop work plans and deliver group and individual instruction within established curriculum guidelines.
- Collaborate with classroom teachers, other professional staff, and administrators in addressing instructional, classroom, and member issues.
- Hold regular member staff meetings for reflections and discussions.
- Ensure quarterly evaluations and End-of-Service reports are done in a timely manner.

Knowledge, Skills and Abilities:

- Must possess supervisory, community outreach, and organizational skills.
- Ability to effectively lead a team in a positive manner.
- Ability to read and understand grant requirements.

Minimum Qualifications:

- High School Diploma and 3 years of supervisory experience.
- Required to pass pre-employment drug and alcohol test and pre-employment background check.
- Must possess a valid Washington State Driver's license with ability to obtain a Tribal driver's permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.