



## **Position Description**

<b>Job Title:</b>	Community Services Assistant – Youth Jobs Corps
<b>Reports To:</b>	Community Services Specialist
<b>Supervises:</b>	None
<b>Classification:</b>	Hourly
<b>Anticipated Starting Salary:</b>	\$16.00 Part-time, 20 hours per week – This position is grant funded for 12 months.

## **Position Summary**

The Community Services Assistant (CSA) under the supervision of the Community Services Specialist (CSS) provides culturally appropriate support and services to Tribal members to support holistic wellness. The CSA supports the implementation of wellness programs and services tailored to Mechoopda Tribal members including the Tribe's food pantry, emergency gift card program, food donations, and Tribal farmer's market.

## **Responsibilities may include, but are not limited to:**

- Assist in the development, planning, and execution of health and wellness programs for the Tribe, ensuring that initiatives are culturally appropriate and effectively communicated to the community.
- Work closely with Tribal staff and external partners to create and promote holistic wellness programming that supports the physical, mental, and spiritual well-being of the community.
- Manage and maintain the Tribe's Food Pantry, including stocking shelves, organizing food items, and ensuring that the pantry operates efficiently to meet community needs.
- Assist in the purchasing, processing, and distribution of emergency gift cards to community members in need, following established protocols and maintaining accurate records.
- Coordinate the acceptance and distribution of food donations through the 530 Food Rescue program, ensuring that donations are handled appropriately and reach those in need.
- Support the planning, development, and operation of the Tribal Farmer's Market, including vendor coordination, marketing efforts, and community engagement.
- Provide administrative assistance, including answering phones, greeting visitors, and directing individuals to appropriate resources with a high level of professionalism and courtesy.
- Manage the processing and distribution of incoming and outgoing mail, including logging invoices, monitoring payables, handling postage, and coordinating post office deliveries.
- Perform general filing and file maintenance duties, as well as manage inventory levels for common office supplies, ensuring that the office is well-stocked and organized.
- Assist in organizing and supporting administrative meetings, including preparing materials, setting up meeting spaces, and providing any necessary logistical support.

- Ensure the privacy and confidentiality of all sensitive information in accordance with Tribal policies and regulations.
- Attend and actively participate in relevant meetings and training sessions to stay informed about new initiatives, policies, and best practices.

### **Minimum Qualifications**

These entry qualifications would normally be obtained through a high school diploma program (or its equivalent):

- Must be timely and reliable
- Strong customer service skills
- Ability to maintain composure when addressing multiple, simultaneous requests or visitors
- Ability to understand and explain requests to respective department staff
- Ability to learn policy directives, changes, and program compliance
- Ability to follow written and verbal instructions
- Ability and understanding to know when to ask for assistance
- Thorough knowledge of English grammar, spelling, and punctuation and ability to clearly communicate orally and in writing
- Ability to quickly learn office support technology, policies, and practices
- Ability to work individually and as part of a team in a diverse work place with people of varying cultures and backgrounds

### **#CaliforniansForAll Youth Jobs Corps Priorities**

Priority will be given to youth applicants ages 16-30 who:

- Are in or transitioning from foster care.
- Are or were justice-involved.
- Are engaged with the mental health or substance abuse system.
- Are low-income.
- May have difficulty finding employment.
- Are unemployed and/or out of school.
- Have not participated in an AmeriCorps program.

### **Additional Information**

- Must be willing and available to work evenings as needed.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.
- All offers of employment are contingent upon:
  - Successful completion of background and reference checks

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*