



BOYS & GIRLS CLUB
OF THE NORTHERN CHEYENNE NATION

November 2015

Job Announcement

Best Beginnings Coordinator

Employer: Boys and Girls Club of the Northern Cheyenne Nation

Supervisor: Chief Professional Officer, Project Director for Best Beginnings Program

Salary: DOE

Start Date: Urgent Hire

Background of Employer

The Boys and Girls Club of the Northern Cheyenne Nation (BGCNCN) is headquartered in Lame Deer, Montana and is the location of the **Best Beginnings Coordinator** position. The mission of the BGCNCN is to inspire and enable all young people of the Northern Cheyenne Nation and surrounding communities to realize their full potential as productive, responsible and caring citizens. The BGCNCN offers various programs to club members that are based on their physical, emotional, cultural and social needs. BGCNCN sponsors activities for club members in the five core areas, which include character leadership, education and career, health and life skills, arts and sports.

The purpose of the Best Beginnings project and the Best Beginnings Coalition/Council is to change the way the early childhood system works for ages 0-5 in the communities on the Northern Cheyenne Reservation. To examine how each child experiences the system, and how to improve the outcomes for every child. To, determine how to use existing resources differently so that every child is successful. To collaboratively identify, implement and evaluate strategies to address infrastructure and health priorities at the state and local levels. Whereby, providing best-practices in child readiness for school and disability awareness for the Northern Cheyenne area. The comprehensive early childhood system includes: 1) health, 2) mental health and social emotional wellness, 3) family support and leadership, 4) early care and education.

Job Description

The BGCNCN seeks a Best Beginnings (BB)Coordinator to assist the Project Director in meeting all Best Beginnings grant activities and requirements. The Best Beginnings Coordinator will report directly to the Project Director/Chief Professional Officer. The Best Beginnings Coordinator will also work in collaboration with various community partners including Head Start, schools, nonprofit organizations and the Northern Cheyenne government and programs in order to sustain an effective BB Coalition/Council. Through, the valuable efforts of these resources, the BB Coordinator, as well as the coalition/council will be able to positively impact early childhood systems with a best-practices approach for ages 0-5 on the Northern Cheyenne Reservation. The Best Beginnings Coordinator position will require some travel & working beyond regular working hours.

Boys and Girls Club of the Northern Cheyenne Nation

P.O. Box 309 • Lame Deer, MT 59043 • (406) 477-6654 (p) • (406) 477-8646 (f)

Duties & Responsibilities

The Best Beginnings Coordinator will be responsible for, but is not limited to, all of the following grant activities:

(1) Maintain the existing coalition/council comprised of the key organizations involved in early childhood programs and services, to include Tribal Leadership as well as other community representatives. This may involve person-to-person contact with the executives of these organizations. (2) Assure that the organizational partner or tribal programs understand the purpose of the coalition/council and understands the organization role that it plays on the coalition/council. (3) Strengthen and sustain council with consistent membership and consistent representation from Tribal programs, agencies and organization's at coalition/council meetings. (4) Compose agendas for coalition/council meetings which promote the work of the council. (5) Assure the productivity of sub-groups and committees. (6) Work with local elected tribal officials to garner their support with the coalition/council and the role of collaboration in achieving systems change. (7) Maintain public relations and public image through documents, interviews and other vehicles. (8) Implement Family Spirit curriculum. (9) Will be responsible for reporting progress on the grant activities directly to the Project Director, attending and recording minutes at all Best Beginnings meetings and community gatherings, maintaining a daily log, budgeting and invoicing, copying and mailing, answering phones, assisting with website updates, communicating information to partners and schools, scheduling training and working with providers.

Community Coordinator Skill Set

- Ability to interact with executives of organizations, tribal program directors, and direct service staff.
- Ability to attract and work closely with parents.
- Leadership skills for convening meetings and getting the attention of organizations.
- Supervision of clerical staff, contractors for needs assessment and other consultants.
- Receiving and sending clear messages to state staff.
- Capacity for surfacing and managing conflict.

Preferred Qualifications

Education: Bachelor's Degree from an accredited college in the area of psychology, education, sociology, community development or related field OR an equivalent combination of education and experience.

Experience: Experience with state and federal grant writing and administration of federal dollars, knowledge of the Northern Cheyenne people and community, knowledge of mental health, and experience with community organizing, nonprofits, and Cultural awareness/sensitivity.

Skills: Ability to efficiently operate a PC computer, Microsoft office, email, internet, fax machines, phones, printers and copier machines. Applicant should also possess a valid Montana's Driver's license or obtain a Montana's Drivers license immediately following employment.

Conditions of Employment

Employees in this job title are subject to the terms and conditions of the BGCNCN's employment policy. There is a three-month probationary period for employment.

How to Apply

To apply for the Best Beginnings Coordinator position, please submit:

(1) Application Form (can be obtained at the BGCNCN in Lame Deer) from Jennie Lafranier.

- (2) A letter of application (cover letter) that addresses the minimum qualifications listed above,
- (3) A Current Resume or vita, **and**
- (4) Required letters of references from three (3) previous employers.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

The deadline to apply for the Best Beginnings Coordinator position is **Monday, December 7th, 2015.**

Submit Application Materials to:

Jennie Lafranier, Boys and Girls Club of the Northern Cheyenne Nation, P.O. Box 309, Lame Deer, MT 59043, (406) 477-6654 ext#2