



DEPARTMENT OF NATURAL RESOURCE
4-H PROGRAM
MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6010
CHOCTAW, MS 39350
601-656-2070

JOB ANNOUNCEMENT #001178

POSITION TITLE: 4-H Program Assistant
OPENING DATE: MARCH 12, 2024 ~~MAR 12 2024~~
CLOSING DATE: MARCH 26, 2024 OR UNTIL FILLED
SALARY: Grade 9
SUPERVISOR: 4-H Program Supervisor
TYPE OF EMPLOYMENT: Regular Full Time
JOB LOCATION: Natural Resource Department / 4-H Building

DUTIES & RESPONSIBILITIES:

1. Assist in establishing, supporting, and maintaining existing MBCI 4-H Clubs.
2. Research and develop projects and activities for 4-H club meetings.
3. Coordinate with Supervisor/Coordinator to Schedule and work nights and/or weekends when necessary to coordinate 4-H Club Meetings and Program activities.
4. Assist Supervisor/Coordinator to develop activities that encourage participation in exhibits at the Choctaw Indian Fair. Work with individuals to ensure preparation of quality exhibits.
5. Assist 4-H/Home Extension Agent in providing training workshop basic home economics education to client in the areas of home improvement, money management nutrition, food preservation/storage, home management, sewing, etc. from various contacts such as referrals, club meetings, and workshops.
6. Assist Supervisor/Coordinator to plan and implement educational, cultural, and arts & craft workshops for youth and volunteers, related to 4-H educational opportunities
7. Assist Supervisor/Coordinator organize and coordinate meetings, projects, contests, exhibits, members field trips, annual awards program, workshops, supplies procurement, and training.
8. Assist Supervisor/Coordinator and MSU Extension staff to coordinate 4-H Day and area competition activities for members participation.
9. Assist Supervisor/Coordinator and MSU Extension staff with implement home economics education projects.
10. Assists 4-H leaders and volunteers to train with program responsibilities.
11. Assist to maintain an accurate inventory of 4-H equipment, supplies and other materials, and coordinate purchases as needed.

12. Assist Supervisor/Coordinator to recruit Tribal Members for club membership through recruitment sessions and information dissemination.
13. Assist Supervisor/Coordinator in organizing events; Creative Christmas, MVLA Conference, Choctaw Indian Fair Exhibit Hall, and other program related projects.
14. Collect and maintain program data and pictures of program meeting activities, events, and field trips for reports development.
15. Prepare, submit, or present various periodic reports for variety of program related inquiries.
16. Perform any other related duties assigned by the supervisor.

QUALIFICATIONS:

1. High School Diploma. Associate degree is preferred.
2. Strong consideration for work experience in the areas of Youth Development and/or Home Demonstration Work.
3. Good computer skills to develop and maintain computer files, collect data, and archive records. Work well with Microsoft software, especially word processing and electronic spreadsheets.
4. Must have interest and capacity to learn and develop to conduct arts, crafts, and cultural related creative sessions.
5. Preference for oral proficiency in Choctaw languages.
6. Strong commitment and interest in the development of youth and young adults.
7. Must clear MBCI's employee background clearance and adjudication process.
8. Maintain valid Mississippi Driver License, adequate personal transportation, and personal automobile liability insurance coverage per State law.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which

waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians

Human Resources

P.O. Box 6033, Choctaw Branch

Choctaw, MS 39350