



YOUTH OPPORTUNITY PROGRAM

PHONE (601) 650-7321

MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT # 237192

POSITION TITLE: (2) YOP CULTURAL ACTIVITIES INTERN
SALARY: GRADE 6
OPENING DATE: **SEPTEMBER 10, 2024**
CLOSING DATE: **SEPTEMBER 24, 2024 OR UNTIL FILLED**
STATUS: TEMPORARY PART-TIME
SUPERVISOR: DIRECTOR, YOUTH OPPORTUNITY PROGRAM
JOB LOCATION: YOUTH OPPORTUNITY PROGRAM

SCOPE OF SERVICES AND EFFECT:

This internship opportunity will help an individual to gain experience in office management and FY 25 project development while assisting the youth activities coordinator with some professional duties in planning, coordinating events, and managing the Chahta Alla Youth Council and community youth. This position will also assist in developing some outreach projects within the tribal communities.

DUTIES AND RESPONSIBILITIES:

1. Assist Youth Activities Coordinator with programming and supervision of the tribal youth and CAYC in cultural activities.
2. Plan and conduct effecting meetings with individual youth or groups as assigned.
3. Coordinate with various Tribal agencies and other institutions to provide opportunities for youth
4. Introduce and expose Choctaw students to all aspect of the tribal government operations, cultural, and higher education.
5. Be a positive role model as well as serving as a facilitator, teacher, observer promoter, and consultant.
6. Must participate in community activities with the Youth Council which will require after hours and some weekend work.
7. Must participate in any training pertinent to the program.

8. Drive program vans when needed for field trips, student transportation, or other program activities.
9. Must be able to work after hours and weekends.
10. Willing to learn about the Choctaw language, heritage, and culture.
11. Must be able to travel.
12. Other duties as assigned by the Youth Activities Coordinator.

WORK ENVIRONMENT:

The work environment for the YOP Cultural Activities Intern will be in the office as well as field work including visitation to all the schools and community facility buildings. Limited travel and after hours and weekend work may be involved.

QUALIFICATIONS:

1. Must be a college student seeking a degree in this field.
2. Must be knowledgeable in working on Microsoft Office, internet, and social media.
3. Willing to experience in developing and administering personal development /education programs for youth.
4. Positive role model with strong administrative capabilities: excellent written and oral communication skills; and strong interpersonal skills.
5. Willing to learn communication skills in Choctaw and English.
6. Complete a criminal background check for county, state, and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.
7. Ability to observe and document needed services, make appropriate referrals, and maintain confidentiality.
8. Employee will be subject to random drug testing.
9. Must have dependable transportation, a valid driver's license, and personal liability automobile insurance.

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 a 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