



AICHO

American Indian Community Housing Organization

The American Indian Community Housing Organization (AICHO) has a 32 hour/week opening for a Cultural Program Coordinator. AICHO'S vision is to strengthen our communities by centering indigenous values in all aspects of our work. Currently, AICHO provides a domestic violence shelter, transitional housing, homeless outreach assistance, permanent supportive housing and cultural programming at its American Indian Center. The role of the Cultural Program Coordinator would be to coordinate culture and language based activities for women and children participating in AICHO's programming as well as for the community.

Cultural Program Coordinator

DUTIES AND RESPONSIBILITIES

- Organize and coordinate shelter/community cultural activities
- Plan and coordinate monthly culturally based workshops and events
- Actively work with tribal communities to network about activities and events and organize AICHO residents to attend the events.
- Provide transportation to local cultural activities and attend with participants
- Work collaboratively with AICHO program staff on coordination of events/activities.
- Work to ensure resident participation by providing a wide-range of activities and actively recruit residents of all ages to engage in the events.
- Organize trainings on culturally relevant topics for AICHO staff.
- Maintain professionalism and confidentiality at all times
- Maintain records for accurate program assessment and evaluation
- Demonstrate experience working effectively with Native women and children
- Display a positive work attitude and have a sense of humor

QUALIFICATIONS

- Knowledge of American Indian Culture and specifically Ojibwe culture and traditions.
- Demonstrate experience working effectively with Native communities.
- Motivated, self-directed and able to work collaboratively within a team
- Must be organized and like working with people.
- Excellent writing and verbal communications skills

- Understand the barriers of chemical dependency, mental illness, homelessness, and PTSD
- Knowledge of tribal and local resources, referrals and services in the community
- Associates Degree in a Human Services or Social Services related field or a minimum of 2 years working in a similar position.

The successful candidate will also participate in holding the cultural values and mission of the organization, represent AICHO in a positive and professional manner in the community, be willing to work a flexible schedule, and assume other duties as assigned by Shelter Coordinator and Executive Director.

Please send resumes to janis@aicho.org or fax to 218-722-8321