



Wakpá Wašté Théča Okhólakičhiye

Cheyenne River Youth Project®

www.lakotayouth.org

Position Title: Internship Manager
Department: Programs
Terms of Employment: Full time / Permanent / Salaried with Benefits
Supervisor: Programs Director/Deputy Director

Position Objective:

The Cheyenne River Youth Project (CRYP) internship program aims to improve and expand the pool of workforce candidates for local community employers by hosting enriching workforce readiness and awareness opportunities for youth. The Internship Manager will be primarily responsible for managing all aspects of this dynamic program for youth participants. The Internship Manager will implement existing internships: Native Food Sovereignty, Social Enterprise, Native Wellness, Art, Indigenous Cooking, and Lakota Culture to expand the program based upon community input and needs.

We are seeking an energetic, adaptive, creative, forward thinking internship coordinator to manage the data analysis of our current internship programs. The ideal candidate will have a positive attitude, a collaborative spirit, and be a great motivator and connector who can work with youth participants, families, artists, businesses, organizational partners, and CRYP staff.

Primary Responsibilities

- Manage all aspects of the CRYP existing internship programs and expand the internship opportunities based upon community input and needs.
- Spearhead efforts to recruit and retain youth participants for the internship programs.
- Develop an outreach plan to expand recruitment efforts within CRYP and at other organizations (schools, youth programs, etc.) to increase participation in internship opportunities.
- Develop a process to collect participant documentation (timesheets, signatures, W9s, etc.) for each youth participant in order to complete payments related to the internship programs.
- Collect and disseminate other internships, youth-oriented workforce opportunities, and professional growth opportunities from other organizations or employers to CRYP participants.
- Utilize a customized data management program (Outcome Tracker) for the purposes of monitoring and improving the CRYP internship programs.
- Train youth participants so they can consistently utilize Outcome Tracker portal.
- Manager is responsible for purchasing, maintaining, and distributing CRYP equipment and supplies in a timely manner.
- Synthesize data from the Outcome Tracker program to create comprehensive reports that can be used for grant reporting, strategic planning, program improvements.
- Provide and collect precise data reports communications internally and externally for CRYP.
- Create a secure process to collect and manage extensive, online and physical documentation from participants, parents, instructors, and staff on each individual participant.

For Cheyenne River, by Cheyenne River

- Collaborate with existing CRYP staff and initiatives to maximize the impact and outreach of the CRYP internship program.
- Assist CRYP Staff to ensure the organization is meeting existing grant goals, deliverables and reporting requirements.
- Publicize CRYP Internship Program through advertisements, communicating with community meetings, church groups, and all youth centric organizations. local youth organizations, and schools.
- Improve internship outcomes and completion rates by providing support to youth internship participants.
- Support and train YPA staff and volunteers that serve as internship instructors.
- Develop an evaluative process to measure youth participants' satisfaction of and skills development from the internship programs.
- Ensure instructors are prepared to teach internship curricula and modules.
- Manager is expected to teach and deliver lessons, modules, and curricula as needed to enhance and supplement the internship programs.
- Develop a process to ensure that visiting instructors' content can be delivered in the event the visiting instructor cannot make the session.
- Develop curriculums, modules, lessons and real-world experiences for the purposes of enhancing and expanding the relevance and quality of the internship programs.
- Have a working knowledge of how to comprehend, implement, and follow grants goals, objectives, deliverables, and outcomes.
- Be willing to assist with other CRYP activities and programs as needed.
- Serve as the primary Point of contact for all aspects of the youth internship program.
- Have a working knowledge of how to assist with completing grant reports writing.
- Have experience creating surveys that will yield data and information that can improve the internship programs.
- Organize, arrange and participate in meetings, conferences and larger public events.
- Perform other duties as assigned.

Specific Requirements

- Experience working in a non-profit organizational setting is preferred.
- Familiarity with Google Applications preferred including Google Sheets, Docs, Slides, and Drive.
- Experience with Canva and social media content creation preferred
- Must have a working knowledge and understanding of program budgets.
- Manager is required to use ASANA (a task management program) in daily tasks.
- As it relates to the internship program, Manager must adhere to all safety, nutrition, food handling, and sanitation requirements of the public health department
- Candidates can expect working hours for this position to fluctuate greatly based upon CRYP organizational initiatives and the internship sessions.
- Should have an understanding or familiarity with creating content and programming that youth find interesting, engaging, and relevant.
- Must be willing to work in a highly motivated environment;
- The candidate should be able to work independently and be a self-starter as well as be a team player.
- Recognize issues and opportunities and adjust programs respectively.

- Ability to lead and effectively integrate CRYP staff into youth internship programs.
- Comprehensive understanding and responsiveness to youth and community needs.
- Knowledge of and experience with Native American communities preferred
- Strong critical thinking, and problem-solving skills.
- Strong organizational, written and oral communication skills
- Understanding of how to use and disseminate information via social media (Facebook, Twitter, Instagram, etc.)
- Ability to multitask and work in an active and dynamic environment
- Must be able to travel as needed.

Specific Qualifications

- Bachelor's degree preferred, and/or extensive experience in developing educational programs.
- At least 21 years of age
- Minimum of two-year experience in youth development, promoting and managing learning opportunities.
- Experience in youth development and development of educational programs.
- Must be able to communicate and relate effectively with young people.
- Applicants should have extensive experiences and/or knowledge with developing programs, curriculums, or opportunities, experiences, aimed at youth.
- Standard CRYP Expectations
- Must be able to pass a criminal history background check and drug test
- Must be willing to serve as a positive role-model to youth and the community.
- Must have the ability to create positive Interdepartmental relationships and support a cooperative work environment.
- Demonstrate energy and commitment to the organization.
- Strong work ethic i.e. dependable, timely, responsible.
- Flexibility, availability, and willingness to travel.

To Apply:

Email a cover letter addressing your interest and qualifications for the position, your resume and 3 work-related references to:

Julie Garreau, Executive Director; julie.cryp@gmail.com

Please indicate the Internship Manager Position on the subject line of the email.

Cheyenne River Youth Project
P.O. Box 410 - 704 4th Street, Eagle Butte, SD 57625

Deadline: Open Until Filled