

# Vacancy



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**

*Spirit Lake Tribe*

**Position Title:** 4-H Project Leader (Full-Time for up to 3 Years, possibility for renewal)  
**Supervisor:** Land Grant Director  
**Opening Date:** September 29, 2020  
**Closing Date:** October 15, 2020  
**Salary:** DOQ

**PREFERRED QUALIFICATIONS:**

- Associate's degree with education or experience in education, social work, community organizing, youth groups preferred.
- Good understanding of basic science concepts as well as Dakota language and culture.
- Ability to obtain a Commercial Driver's License.

**MINIMUM QUALIFICATIONS:**

- Minimum High School Diploma or GED required and enrolled in a college program.
- Minimum of 50 college credits with ability to obtain an Associate's degree by Fall 2021.
- Strong critical thinking skills in organization, planning, and implementation
- Ability to work independently and as a team member
- Strong oral communication skills, including presentation
- Ability to maintain relationships with external constituents and CCCC faculty/staff
- Possess a valid driver's license and reliable personal transportation. Ability to travel to area schools, work outside of regular business hours, and occasional overnight conference travel related to the position.
- Ability to lift a minimum of 30 lbs.

**SUMMARY OF JOB DUTIES & RESPONSIBILITIES:**

- Plan and deliver effective 4-H STEAM (Science, Technology, Engineering, Art, and Math) educational programs for youth in person or virtually using technology as situations require.
- Administer and collect program evaluations
- Collaborate with existing after school programs for youth
- Be an active participant in professional development trainings on trauma-informed approach, 4-H Positive Youth Development, and other topics
- Work flexible hours including after school, summer, and selected evenings and weekends.
- Travel across Spirit Lake Reservation for program delivery
- Foster and contribute to an environment of cooperative, supportive, and positive working relationships with coworkers, volunteers, participants, and supervisor
- Work ethically with integrity and respect confidentiality. Be professional at all times.
- Be self-directed, use effective time management skills including being prompt in attendance for work and meetings, and be fully engaged
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

**Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.**

---

Contact: Human Resource Office 701-766-1309  
Submit Resume/Application with supporting documents to [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)  
Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

