



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	009-4200-003	<b>Last Revised:</b>	09/15/2016
<b>Position Title:</b>	Community Development Assistant	<b>Department:</b>	Cooperative Extension
<b>Reports to:</b>	Cooperative Extension Director	<b>Division:</b>	Agriculture

**Primary Function:** The Community Development Assistant helps Cherokee Communities and community leaders build local capacity, relationships and funds, for an improved quality of life for themselves and their neighbors. This position plans, markets, conducts, and evaluates Community Initiatives. Primary focus will be on working with Community Clubs on the Qualla Boundary; including Cherokee County and Snowbird. The position will collaborate with Tribal Programs and Extension Agents on common educational program initiatives. This position will provide assistance with internal EBCI programs that include VITA, Indian Fair, Financial Skills activities, etc.

**Job Duties and Responsibilities:** Organize leadership activities, build community relations, and develop resources for community projects. Collaborate with Community Partners on program delivery to community clubs. Lead Cooperative Extension Community Development Programs within the Cherokee Community. Attend Community Club Meetings to facilitate future problem solving and communicate needs to those who can assist. Assist in facilitating Community Club Council Meetings. Plan and coordinate annual community based events. Perform other Community Related Tasks as assigned.

**Education /Experience:** High School Diploma or GED in required; with a minimum of 1-2 years of experience in coordinating programs or public functions. Associates Degree in related filed preferred. A valid NC Driver's License is required and must have reliable transportation to perform duties in outlying communities.

**Job Knowledge:** The Community Development Assistant must have knowledge and be able to effectively demonstrate:

- Knowledge of principles and practices of youth and adult development.
- A clear understanding of Cherokee Culture and traditions.
- Familiarity with local issues and knowledge of local resources.
- Knowledge of different learning styles.
- Ability to collect and organize a library of community resources.
- Experience with organizing, instructing, and leading training opportunities.
- Ability to create educational resources.
- Excellent interpersonal skills, as well as public speaking.

Strong computer literacy, oral and written communication skills: the ability to plan, implement, market, and evaluate programs: willingness to work as a team member and support Extension and Tribal Program Efforts: the ability to handle multiple demands and set priorities. A high degree of professionalism and cultural knowledge is required to be successful in this position.

**Complexity of Duties:** This position involves a high degree of complexity due to the primary responsibility of communicating with our Cherokee Community Clubs and soliciting resources needed to address concerns or issues. Multiple assignments will constantly be occurring throughout the year. Must

have the ability to take direction from the Cooperative Extension Director and exercise independent judgement in order to adopt and modify methods and standards to meet assigned objectives.

**Contact with Others:**

The Community Development Assistant will have extensive contact with Tribal Programs and the public, including local, state, and federal government officials.

**Confidential Data:**

Has access to memos, financial statements, and other confidential materials. Will authorize media releases and information for public knowledge. Must adhere to Tribal Confidentiality Policies and Procedures. Sensitivity is required in dealing with some community member issues.

**Mental /Visual /Physical Effort:**

A high degree of mental and visual capacity is required for planning, marketing, conducting, and evaluating programs. Positions requires the ability to lift up to 50 lbs.

**Environment:**

Primary tour of duty is 7:45 am to 4:30 pm. Work hours will deviate from primary tour of duty and will require evening and weekend coverage.

**Scope of Supervision:**

Provide direct and indirect supervision of volunteers, interns, and community partners.

**Supervision Received:**

Direct supervision will be received from the Cooperative Extension Director.

**Resourcefulness and Initiative:**

Must be able to take direction and be able to function independently at times. Must be able to draw upon Tribal Programs and Partners to address Community needs. Must also be able to develop new initiatives and strategies to further develop our community.

**Responsibility for Accuracy:**

A high degree of accuracy is involved in the delivery of information to the community and also in relaying concerns to Tribal Leadership. Research based information will be required for all programming.