



FORT PECK

COMMUNITY COLLEGE

Job Title:	School & Community Outreach Coordinator	Position Type:	Full-Time
Location:	FPCC Greet the Dawn Building	Date Closing:	11/2/18
Fax or E-mail resume to: (406) 768-6301 or KSears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	
Job Description			
<p>Job Purpose:</p> <p>The School & Community Outreach Coordinator will organize and serve as the primary instructor for the Native Stand curriculum taught in high schools participating in the NIH RO1 Project called “We Are Here Now”. This position will be responsible for maintaining collaborative agreements with school officials as a major component of the Project’s mission.</p> <p>Duties:</p> <ul style="list-style-type: none"> - Complete revisions to Native Stand curriculum per results of the pilot project on an on-going basis. Curriculum revisions will be prepared and based upon providing cultural relevancy with our local Tribal affiliations/customs. - Conduct baseline data in high schools with other project staff members through collaborative efforts with the public school systems. - Assist in the establishment of partnerships and strong communication lines between project staff and the public school systems. - Develop, plan, and execute public relation skills for the community outreach activities per the project’s program objectives. - Demonstrate an ability to provide effectively represent the project’s intervention strategy to members of the public schools, the students and parents involved in the project, and affiliated service agencies concerned with the adolescent health initiatives. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Have the necessary technical skills to implement a curriculum-based intervention strategy promoting healthy lifestyles for high school students. • Have the experience in executing community organizational activities, skills imperative to this position. <p>Educational Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in an education/human services related field is required. 			
~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~			