



DEPARTMENT OF NATURAL RESOURCE  
PHONE (601) 656-2070 / (601) 656-9679 / (601) 656-9599  
FAX (601) 650-1992  
MISSISSIPPI BAND OF CHOCTAW INDIANS  
PO BOX 6010  
CHOCTAW, MS 39350

## JOB ANNOUNCEMENT # 002177

JOB TITLE: 4-H/Extension Service Coordinator  
SALARY: Grade 13  
OPENING DATE: **AUGUST 27, 2021** **AUG 27 2021**  
CLOSING DATE: **SEPTEMBER 10, 2021 OR UNTIL FILLED**  
SUPERVISOR: Department of Natural Resources Director  
TYPE OF EMPLOYMENT: Regular Full Time  
JOB LOCATION: Department of Natural Resources  
(4-H/Extension Service Building)

### DUTIES & RESPONSIBILITIES:

1. Be knowledgeable about 4-H/Extension Service in providing family consumer education program to the Choctaw families in the areas of home improvement, money management, nutrition, food preservation/storage, energy conservation, sewing etc. Method of contact will be home visits, e-mails, phone calls, referrals, club meetings, and workshops.
2. Encourage participation in booth exhibit at the Choctaw Indian Fair. Work with individuals to ensure preparation of quality exhibits.
3. Work nights and/or weekends when necessary to attend and coordinate Family Consumer meetings, 4-H Club meetings, community development club, department function, and at Mississippi State University Extension Service.
4. Conduct staff development training sessions for staff and volunteer leaders.
5. Engage in ongoing career and staff development to improve personal and professional skills.
6. Ability to adapt Family Consumer education resources to meet the needs of Choctaw Families.
7. Keep file on monthly reports.
8. Lend technical assistance to community development clubs, tribal organizations, and programs.
9. Ability to organize and coordinate meetings, project contest, exhibits, trips, annual awards program, workshops, and training.
10. Submit purchase orders to assure the program to receive items/events on timely bases.
11. Ability to work in conjunction with the Mississippi State University Extension Service.
12. Recruit tribal members for 4-H membership and Family Consumer potential participants.

13. Prepare and implement lessons and project plans that reflect "Learn by Doing" 4-H motto.
14. Demonstrate ability to work with individuals, small groups, and large groups
15. Submit articles and pictures of department meetings, activities, events, and field trips.
16. Submit monthly reports and any documentation assigned by the director.
17. Serve as a positive role model for 4-H members and adult volunteer leaders.
18. Perform other duties as assigned by the director.

**QUALIFICATIONS:**

1. Bachelors Degree. Bachelors in Education Preferred.
2. Experienced in Family and Consumer Education.
3. Good computer skills
4. Bilingual in Choctaw and English preferred.
5. Genuine interest in children, youth, and young adult.
6. Able to communicate and work well with youth and adults.
7. Preference to those with experience developing and carrying out lesson plans.
8. Strong consideration given to individual with work experience in the 4-H Program and/or Family Consumer Education.
9. Must be able to travel and attend conference.
10. Attend Mississippi 4H Association meetings.
11. Travel with clubs to educational field trips.
12. Work nights at various club meetings at and weekends for special projects.
13. A must to possess adequate transportation, driver's license and liability insurance.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350