



DEPARTMENT OF NATURAL RESOURCES  
4-H PROGRAM

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6010  
CHOCTAW, MS 39350  
601-656-2070

**JOB ANNOUNCEMENT #002177**

JOB TITLE: 4-H/Extension Service Coordinator

SALARY: Grade 13

OPENING DATE: **JUNE 08, 2023** JUN 08 2023

CLOSING DATE: **JUNE 22, 2023 OR UNTIL FILLED**

SUPERVISOR: Department of Natural Resources Director

TYPE OF EMPLOYMENT: Regular Full Time

JOB LOCATION: Natural Resources 4-H/Extension Service Building

**SCOPE OF SERVICE:**

Responsible for providing leadership in the development, implementation, and evaluation of a comprehensive education program in agriculture and natural resources, community leadership development, and 4-H youth development. Position will be responsible for 4-H and community resource development activities.

**DUTIES & RESPONSIBILITIES:**

1. Organize and conduct community 4-H club activities in MBCI communities.
2. Recruit tribal members for 4-H membership and club volunteers.
3. Be knowledgeable about 4-H/Extension Service in providing family consumer education programs to the community members in the areas of home improvement, money management, nutrition, food preservation/storage, energy conservation, sewing etc.
4. Work nights and/or weekends when necessary to attend and coordinate 4-H Club meetings, Family Consumer meetings, department functions, and Mississippi State University Extension Service projects.
5. Encourage participation in booth exhibit at the Choctaw Indian Fair. Work with individuals to ensure preparation of quality exhibits.
6. Implement and ensure compliances to tribal and 4H operational policies.
7. Develop and conduct other youth development activities and sessions.
8. Conduct staff development training sessions for staff and volunteer leaders.
9. Present Family Consumer education resources for home budgeting.
10. Develop computer and archive system to maintain data and documentation to provide monthly reports.
11. Present technical assistance to community development clubs, tribal organizations, and programs.
12. Process purchase orders to assure the program receive items on timely basis. Maintain inventory and organized storage.
13. Work in conjunction with Mississippi State University Extension Service for other extension related projects.
14. Prepare and implement lessons and project plans that reflect "Learn by Doing" 4-H motto.

15. Attend Mississippi 4H Association meetings.
16. Serve as Board Member for Mississippi Volunteer Leaders Association.
17. Demonstrate ability to work with individuals, small groups, and large groups.
18. Submit articles and pictures of department meetings, activities, events, and field trips.
19. Submit periodic reports assigned.
20. Serve as a positive role model for 4-H members and adult volunteer leaders.
21. Perform other duties as assigned by the director.

### QUALIFICATIONS

1. Bachelor's degree. Degree in education Preferred.
2. Strong consideration given to individuals with work experience in 4-H, youth mentoring, youth development programs, and with experience developing and carrying out lesson plans.
3. Good knowledge in Family and Consumer Education.
4. Good computer skills to develop computer files, collect data, archive, and maintain electronic and physical files.
5. Ability to organize and coordinate meetings, projects, contests, exhibits, trips, annual awards program, workshops, supplies procurement, and training.
6. Genuine interest in children, youth, and young adult.
7. Able to communicate and work well with youth and adults.
8. Must be able to travel and attend conferences, and travel with clubs to educational field trips.
9. Work nights at various club meetings and weekends for special projects.
10. Able to participate in other departments or tribal projects.
11. Demonstration of high ethical standards and personal conduct;
12. Ability to pass MBCI's employee background clearance and adjudication process;
13. Valid Mississippi Driver License; adequate personal transportation; personal automobile liability insurance coverage per State law;
14. Ability to abide by the MBCI Administrative Personnel Policy & Procedures;
15. Ability to abide by the MBCI Drug and Alcohol free Workplace policies and be subjected to random alcohol/drug testing.

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 person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or 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