



## YOUTH OPPORTUNITY PROGRAM

PHONE (601) 650-7321

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P. O. BOX 6010  
CHOCTAW, MS 39350

### JOB ANNOUNCEMENT #237193

POSITION TITLE: YOP EDUCATION INTERN  
SALARY: GRADE 6  
TYPE OF  
EMPLOYMENT: TEMPORARY PART-TIME  
OPENING DATE: **SEPTEMBER 27, 2023** SEP 27 2023  
CLOSING DATE: **OCTOBER 11, 2023 OR UNTIL FILLED**  
SUPERVISOR: Program Director  
JOB LOCATION: Youth Opportunity Program

#### SCOPE OF SERVICE AND EFFECT:

This is an internship opportunity for an individual to gain experience in office management and project development while supporting and assisting with YOP Youth Counselor in College and Career readiness. This position is to help find the best possible opportunities for growth and development, both educationally and personally, for tribal youth and young adults.

#### DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Youth Counselor are:

1. Will assist Youth Counselor with the development and implementation of approaches and techniques in increasing participants' self-esteem, goal setting, and self-improvement.
2. Plan and conduct effective meetings via social media platform with individual youth or small groups as assigned.
3. Will help develop and administering the general school routine and coordinate all activities with the school buildings and college campuses.
4. Assist in helping financial workshop designed for tribal youth.
5. Maintain effective communication to keep the staff, students, and parent properly informed.
6. Help coordinate with tribal agencies with other institutions to provide resources and opportunities for tribal youth.
7. Drive tribal vans when needed for field trips, student transportation, or other program activities.
8. Assist Youth Opportunity Program with CAYC or Youth Counselor in their evening or weekend projects.
9. Other Duties assigned by Youth Counselor.

## WORK ENVIRONMENT:

The work environment for the Educational Intern is set for part-time basis and it will be inside setting as well as fieldwork, including visitation to all the Tribal/Non-Tribal programs, schools, and colleges.

## QUALIFICATION:

1. Must be a high school senior or college student seeking in the field of Education, Youth Development, Youth Engagement, Alternative Educational approaches or Employment Programming.
2. Willing to experience in developing and administering personal development/educational programs for youth.
3. Positive role model with excellent written and oral communication skills.
4. Knowledge of Career and College preparation.
5. Proficient in using technology as a management and reporting tool.
6. Familiarity with Choctaw communities and rapport with community members.
7. Willing to learn communication skills in Choctaw and English.
8. Complete criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
9. Must possess valid Mississippi Driver's License, adequate transportation, and personal automobile 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 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. A waiver is not required if no Native American has applied for a position.

**If interested, send application to:**

**Mississippi Band of Choctaw Indians  
Attention: Human Resources  
P.O. Box 6033  
Choctaw, MS 39350**