



# NEBRASKA INDIAN COMMUNITY COLLEGE

## Vacancy Announcement

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**POSITION TITLE:** Extension Coordinator (*Full-time, hourly, non-exempt position*)

**PRIMARY WORK LOCATION:** Santee Campus

**SUPERVISOR:** Workforce Development Director

**CLOSING DATE:** Until filled

**STARTING SALARY:** \$35,000-\$45,000

**ABOUT THE COLLEGE:** *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo'ho' (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

### **JOB DESCRIPTION:**

The **Extension Coordinator** will be responsible for establishing communication with the communities NICC represents, creating educational opportunities based on culture and identity, and preserving tribal customs.

### **Essential Job Responsibilities**

- Be an active member of the elder council in order to identify program needs, review program activities, and gather recommendations for program ideas and improvements.
- Develop and host, at minimum, bi-annual, in-person Extension Advisory Board to assist with community needs identification and program assessment.
- Provide relevant and creative education and programming to meet the needs of the communities in the areas of youth and parental relationships and development, health, nutrition and diet, childhood obesity, cultural and historical aspects of the cultures, storytelling, leadership, etc.
- Provide a presence in the schools to bring cultural, health awareness, communication, basic work skills, etc. to the youth of the communities.
- Work with Non-Credit Continuing Education and Community Education Coordinator in providing programming and completing required workshop paperwork.
- Provide at least two programs per month, or 24 per year to the community served. Make highlighted changes
- Foster and maintain relationships with community members, tribal elders, community providers, etc.
- Plan and schedule at least two months ahead to ensure enough time for advertising and ordering and receiving needed supplies.
- Keep Extension Spreadsheet up-to-date and all required paperwork completed and sent to identified person as determined by supervisor.
- Develop flyers for workshops, and distribute within the community to advertise upcoming Extension workshops.
- Develop and maintain partnerships in the community to provide joint workshops.
- Have the ability to flex work hours and days to be present at all workshops, to ensure required paperwork is complete, campus workshop area is cleaned, campus doors a locked, etc.
- Attend all scheduled and assigned committee meetings.

- Complete all duties as assigned.

#### **Minimum Qualifications**

- Associates Degree Required
- Bachelor's Degree in related field preferred

#### **Preferred Requirements**

- High level of ability to communicate with members of the tribal community for which they are representing.
- Cultural competence in serving the indigenous community they are assigned.
- Creative in their approach to program development.
- Ability to plan, organize and implement a variety of programming projects.
- Ability to develop programming based upon the needs of the community they represent.
- Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Proficiency in Office 365 tools
- Cultural competence in serving the Omaha and Santee people.

**SPECIAL INSTRUCTIONS TO APPLICANTS:** Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

**HOW TO APPLY:** You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses.

Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) transcripts, and (4) an NICC Application. Please send your application materials to: Gregory Bass III at [gbass@thenicc.edu](mailto:gbass@thenicc.edu).

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**Santee Campus**  
North River Road  
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**SSC Campus**  
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68776  
Phone: 402-494-2311