

INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

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**TEMPORARY POSITION ANNOUNCEMENT
NAYLIP PROJECT COORDINATOR**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a temporary, full-time, grant-funded "Native American Youth Law Investment Project" (NAYLIP) Coordinator position. This at-will position has responsibility for the management and day-to-day duties related to the development, implementation, and close out of the NAYLIP Program. This grant-funded position is primarily responsible for developing and overseeing the NAYLIP Program which is vested in the development of diversion-based model Childrens' Codes to the Youth Court and overseeing a prevention-based program for Native Youth. The NAYLIP Coordinator will develop and implement programs tailored to meet the needs of youth and manage their individual cases for compliance within the project. As the grant period is nearing completion, the temporary NAYLIP Coordinator will focus on project wrap up, grant close out, and reporting.

Duties

Duties may include, but are not limited to:

- Processing referrals to NAYLIP and conducting intakes with youth and families for participation.
- Developing and implementing a schedule/timeline for work completion on NAYLIP objectives
- Coordinating collaborative agencies and resources as needed
- Preparing reports for NAYLIP including ANA required reporting, community-based reports and upkeep with Native Youth participating in our project
- Coordinating and participating in youth meetings and events, including weekends and evenings as needed
- Meeting with students and regional High Schools as needed to ensure success of youth
- Maintaining professional knowledge by participating in relevant education and training
- Collecting Statistics and data pertaining to the NAYLIP program
- Assisting with the completion and closeout of the NAYLIP grant, including final reporting, documentation, data collection, and other grant closeout activities as needed
- Performing other duties as assigned

Skills and Abilities

- Demonstrated ability to operate computers and office equipment, including typing at or above 40 words per minute and using Microsoft Office.
- Strong verbal and written communication skills
- Professional communication and appearance appropriate for court and youth settings
- Ability to manage multiple case files and agency contacts
- Familiarity with obligations under federal grants, including reporting

Education and Experience

Bachelor's Degree in social work, criminal justice, sociology, or related field with a minimum of three (3) years working with youth programs. Equivalent education and experience will be considered. Preferred experience includes previous work with grant management, tribal governments, tribal youth, and court experience in the tribal, state, or federal system.

Additional Requirements

- Applicants may not have any felony convictions in the past ten (10) years
- Applicants must submit to a background investigation and drug/alcohol screening
- Applicants must possess a valid California driver's license or possess a valid driver's license in any of the United States and receive a California driver's license within 60 days of being hired
- Applicants must be able to travel using a personal-owned vehicle

Compensation

Salary commensurate with qualifications and experience.

This is a temporary, full-time, grant-funded position ending September 30, 2026, upon completion of the NAYLIP grant term.

Applications

Applications are currently being accepted until the position is filled. Interested applicants should submit a cover letter and résumé to Maria Maciel at mmaciel@intertribalcourt.org.