

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-196 **Issue Date:** 09-12-17 **Closing Date:** 09-25-17

Financial Education Specialist
Economic Development
Department of Administration
Hourly Wage: \$20.49/Temporary/Part-time

Responsible for the development, implementation and measurement of an extensive and ongoing financial education program which includes the adult financial literacy program and the youth financial literacy programs. This position is grant funded and part-time. There may be opportunity for a second year, depending on the success of the initial year.

Examples of Work Performed:

- Researches financial resources and literacy issues; coordinates the development of curriculum, assesses the financial literacy partners, products and services in order to provide credible personal money management education to adults and youth.
- Develops and implements strategies to support and foster financial literacy to Yakama Nation Tribal members, adults and youth alike.
- In collaboration with the Yakama Nation Economic Development Director, Planner, and the Financial Literacy Community Planning Committee develop communication and information strategies on the Financial Literacy Program for Yakama Nation Tribal members.

Knowledge, Skills and Abilities:

- Knowledge of financial literacy and counseling issues; and budgeting/dept reduction, problem-solving and intervention strategies.
- Communication skills with individuals and large groups.
- Knowledge of basic mathematic skills.
- Skill in utilizing computer technology for communication, data gathering, and reporting activities.
- Ability to maintain confidentiality of sensitive data.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in Business, Finance, Education, Social Sciences, or related field. Relevant experience may substitute for the degree requirement on a year-for-year basis.
- Ability to pass and obtain a certification as a financial educator within 6 months of hire.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License with ability to obtain a Tribal Drivers Permit.
- Yakama enrolled preference.