



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced case manager for the following position:

Instructional Aide II / Education Coordinator

Department:	Youth Services
Reports to:	Clubhouse Program Manager
Schedule:	9:30 AM - 6:30 PM
Supervises:	N/A
Travel Required:	Yes, As Needed
Starting Salary:	\$23.00 - \$26.00 Hourly
Type:	Full-time, Non-exempt

Position Summary:

The Instructional Aide II/Education Coordinator supports the educational and developmental needs of Native American youth from grades K-12 within the Fresno American Indian Health Project Youth Services Department. This position involves administrative responsibilities including planning and developing new programs, activities, curriculum, and projects to meet the American Indian Education Center (AIEC) program goals and objectives. Direct service responsibilities include providing instructional services and academic assistance to students in Math, English, History, Science, and other subjects required for graduation from elementary and secondary schools. Additionally, this person will work closely with the program manager and other instructional aides to create a supportive and cohesive learning environment.

The ideal candidate will have experience in working with the Native American Community and/or other minority groups.

Essential Duties, Functions & Responsibilities

- Provide academic assistance to assigned students, either in a group or individually, in specific subject matters including Math, English, history, science and other subjects.
- Assist in the development and implementation of educational programs and activities that address emerging educational and cultural needs within the community.
- Conduct regular assessments to evaluate student progress and identify areas needing improvement; adjust instruction and support accordingly.
- Provide mentoring and guidance to students in goal setting, career planning, and post-secondary education opportunities.
- Organize and facilitate community events, workshops, and seminars that promote educational and cultural enrichment.
- Develop partnerships with local school districts, organizations, and higher educational institutions to support program objectives and student opportunities.
- Assist in preparing reports and documentation related to student performance, program effectiveness, and other relevant metrics.
- Develop and distribute informational materials for parents/guardians to help them support their child's educational journey
- Develop and integrate cultural activities and projects that celebrate Native American heritage and traditions into the curriculum.
- Coordinate with cultural leaders to include traditional knowledge and practices in educational content and activities.
- Conduct community outreach to promote AIEC services.

Posting Date:02/06/2026

Closing Date- Open until filled



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- Utilize educational technology tools and platforms to enhance instructional effectiveness and student engagement.
- Assist in managing and maintaining educational resources, supplies, and equipment.
- Update confidential student files and records, ensuring that ethical and legal guidelines are maintained.
- Research and select learning materials, textbooks, software, and equipment to facilitate tutoring; may design specific handout, study, and related materials.
- Transport students to and from youth programming as needed.
- Participates in the planning process and implementation of an offsite week-long, cultural and ceremonial teen youth camp.
- (Gathering of Native Americans), annually. Location is to be determined.
- Participates in the planning process and implementation of a week-long on-site cultural program for younger youth (Cub Gathering of Native Americans)
- Stay informed about educational best practices and resources that benefit Native American students.
- Act as a liaison between the organization, the school, and the Native American community to ensure effective collaboration.
- Other job-related duties as assigned as needed to fulfill the mission of the organization. Creates an effective environment for learning through functional examples

MINIMUM REQUIREMENTS

EDUCATION:

- Associate's Degree in Education, Early Childhood Education, Native American Studies, Psychology, Sociology, Social Work, or other related field.

EXPERIENCE:

- Previous experience working with Native American youth or within a Native American community is preferred.
- Demonstrated experience as a tutor, instructional aide, or educator.
- Understanding and appreciation of Native American cultures, traditions, and values.

LICENSE/CERTIFICATIONS:

- Required active CA driver's license

A clear background check, drug screen, and a negative TB test are required for employment.

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| ● Vision | ● Vacation | per year |

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org

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