



## CAREER BASICS: A NAFOA YOUTH PROGRAM

The NAFOA Institute Career Basics (formerly The NAFOA Academy) is an online career readiness and personal finance program designed for **18-26-year-old Native American youth**. The program offers coursework that provides opportunities for participants to improve career readiness, personal finance skills, and advance their understanding of issues impacting tribal economies.

Career Basics is **free and open to eligible youths**. Coursework within this track are specifically designed to prepare youth for the **NAFOA Leadership Summit**, an exclusive one-day event with seminars led by top executives, managers, and tribal leaders for one day prior to a NAFOA Conference.

**FOR MORE INFORMATION:** Visit [www.nafoa.org/institute/career\\_basics](http://www.nafoa.org/institute/career_basics) or contact Bettina Gonzalez at [bgonzalez@nafoa.org](mailto:bgonzalez@nafoa.org).

### PROGRAM PREVIEW

Registered participants will learn about the following topics and more:

- Personal Finance Basics
- Budgeting
- Creating a Resume and Cover Letter
- Creating an Elevator Pitch
- Industry and Core Business Functions
- Exploring Career Interests
- Dress for Success
- Negotiating (optional)

### IMPORTANT DATES

#### CAREER BASICS PROGRAM DATES

*Interested youth must register for the program during the following remaining sessions:*

**Fall I: October 1 - 31, 2020**

Registration Dates: September 28 - October 9

**Fall II Session: November 2 - 30, 2020**

Registration Dates: October 26 - November 6

#### LEADERSHIP SUMMIT

*Postponed to 2021 due to the COVID-19 Pandemic.*

Register at: <http://bit.ly/career-basics>

#### QUICK PROGRAM INFO

**Location:** Online. If you do not have stable or consistent access to internet, please email [education@nafoa.org](mailto:education@nafoa.org).

**Eligibility:** Self-identifying Native youth and young professionals 18-26 years old.

**Program Cost:** FREE!