

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2015 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
TONI J. MINTON, Secretary
SUSAN J. LAFERNIER, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DON MESSER, JR.
DONALD SHALIFOE, SR.

BEMIDJI AREA LEADERS ACTING FOR CHANGE (BALAC) COORDINATOR

1 (One) Full-time, Non-Exempt, 5 year grant funded position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- College Transcripts
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4176 or 4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: January 11, 2016

Closing Date: January 26, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

**BEMIDJI AREA LEADERS IN ACTION
(BALAC) COORDINATOR**

One (1) full-time, non-exempt position, grant funded for 5 years

LOCATION:

Donald A. LaPointe Health and Education Clinic
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Health Administrator

SALARY:

Grade 9 (Minimum starting wage is \$16.33/hr)

QUALIFICATIONS:

- Bachelor's degree in any field.
OR
Associates degree in any field **AND** two (2) years work experience in a position that included performing the listed duties and responsibilities.
- **OR**
High School Diploma or G.E.D. **AND** 48 college credits **AND** three (3) years work experience in a position that included performing the listed duties and responsibilities.
- Experience working with Native American Tribal organizations (KBIC preferably) and their communities and/or not-for-profit agencies desirable.
- Must have experience working in prevention, with federal grants, and as part of a team.
- Experience in project management.
- Understanding of American Indian tobacco issues and initiatives for smoke-free entities.
- Excellent written and verbal communication skills.
- Problem solving skills, self-motivation skills, and ability to build positive working relationships with internal and external partners.
- Ability to collect and manage data.
- Computer literacy required. This includes the ability to use Microsoft Word, Microsoft PowerPoint, the Internet, email, and similar applications.
- Knowledge of and fluency in social networking media (Facebook, Twitter, Text, Foursquare, YouTube, etc.).
- Ability to travel to local, regional, and federal sites for meetings, trainings, and collaborations.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Manage the planning, implementation and evaluation of all BALAC grant activities including the local multi-sectoral coalition.
2. Work closely with the Program Director, Epidemiologists, and other staff to ensure the effective execution of goals and objectives of the BALAC program.
3. Coordinate with local multi-sectoral coalition to assist with BALAC program planning, implementation and evaluation activities and ensure integration of grant objectives, strategies and activities with other prevention initiatives.
4. Establish time line for local program implementation and scope of work for the BALAC Project.
5. Coordinate BALAC initiatives with other Tribal/area programs and service providers to support community efforts and build synergy.
6. Collect, store and compile project documentation, especially all grant reporting requirements.
7. Work with Tribal leaders and community members in implementing policy changes, systems interventions, and environmental interventions, with assistance of the grass roots BALAC coalition.
8. Prepare quarterly descriptive overview of program progress for BALAC Program Director and Epidemiologists.
9. Track budget expenditures and provide quarterly financial reports for BALAC Program Director.
10. Assist with the compilation of baseline and follow up data related to BALAC and share data findings as appropriate with local multi-sectoral coalition/community members.
11. Organize, conduct, and facilitate all local multi-sectoral coalition meetings.
12. Attend all meetings as well as grant required meetings and trainings.
13. Utilize a multigenerational approach in grant activities.
14. Ensure adequate levels of project-related supplies.
15. Collaborate with other Tribes and Tribal BALAC grantees.
16. Other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution Date: January 11, 2016

Closing Date: January 26, 2016 at 4:00 pm

Name: _____ POSITION: **BALAC Coordinator**

Please list your specific experience and knowledge in regards to the following qualifications:

Bachelor's Degree in any field. **OR** Associates degree in any field **AND** two (2) years work experience in a position that included performing the listed duties and responsibilities. **OR** High School Diploma or G.E.D. **AND** 48 college credits **AND** three (3) years work experience in a position that included performing the listed duties and responsibilities.

Experience working with Native American Tribal organizations (KBIC preferably) and their communities and/or not-for-profit agencies desirable.

Must have experience working in prevention, with federal grants, and as part of a team.

Experience in project management.

Understanding of American Indian tobacco issues and initiatives for smoke-free entities.

Excellent written and verbal communication skills.

Problem solving skills, self-motivation skills, and ability to build positive working relationships with internal and external partners.

Ability to collect and manage data.

Computer literacy required. This includes the ability to use Microsoft Word, Microsoft PowerPoint, the Internet, email, and similar applications.

Knowledge of and fluency in social networking media (Facebook, Twitter, Text, Foursquare, YouTube, etc.).

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