KEWEENAW BAY INDIAN COMMUNITY

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

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
KIM KLOPSTEIN
SAM LOONSFOOT
TONI J. MINTON

PROMISE NEIGHBORHOODS
ANISHINAABE-GIKINOO'AMAADIWIN

(Native/Person Education)

One (1) Full-time, Five-year Grant funded Non-exempt 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'
- ☐ Cover Letter
- ☐ Copy of College Transcripts
- ☐ Copy of Michigan Driver's License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Family Independence Agency (DHHS)
- ☐ 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law

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POSITION ANNOUNCEMENT

POSITION: **ANISHINAABE-GIKINOO'AMAADIWIN** (Native/Person Education) **SPECIALIST** One (1) Full-time, Five-year grant funded Non-exempt position

LOCATION: Niiwin Akeaa Community Center and Local Schools

SUPERVISORY CONTROL: PN Project Coordinator

SALARY: Grade 7 (starting wage = $19.47/hour)

SUMMARY:

This position is part of a team tasked with developing a complete continuum of cradle-to-career solutions of both educational programs and family and community support, including local schools. The purpose of the position is to be an academic specialist who will act as an advocate for both students and families specializing in academic plans. This position is responsible for braiding KBIC and school programming together.

QUALIFICATIONS:

- Associates Degree in Native American Studies, Education, Early Childhood Education, or related field.

  OR

  High School Diploma, GED, or Certificate of Completion required. Additionally, must have completed 24 college credits. Must successfully complete Associates Degree within two (2) years of hire date. Must provide documentation to the Personnel department of enrollment and completion.
- Experience working with the post-secondary processes.
- Knowledge of Native American issues and culture, particularly as they relate to the educational process.
- Ability to work effectively within KBIC, local schools, and in a classroom setting.
- Ability to build and maintain relationships with KBIC departments, schools, families, and community partners.
- Possess solid organizational skills, including multitasking and time-management.
- Possess strong oral and written communication skills.
- Must have experience with Microsoft Office programs.
- Must have experience conducting assessments.

- Knowledge of Ojibwe language and traditions, preferred.
- Classroom teaching experience, preferred.
- Ability to maintain strict confidentiality.
- Must be CPR and First Aid certified, or must obtain within 90 days from date of hire.
- Be willing and able to travel as required for the position.
- Must be willing to work evenings and weekends, as needed.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Must be at least 21 years old, have a valid unrestricted Driver's License, be insurable to operate KBIC fleet vehicles. Must obtain a Chauffer license within six (6) weeks of hire.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical, and drug testing.

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 behavior or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES include the following:

1. Become familiar with Promise Neighborhood (PN) project goals, objectives, lesson plans and materials.
2. Develop and maintain relationships with appropriate agencies and organizations that form a network of partners and supports.
3. Regularly meet with partners, including administrators and teachers.
4. Collaborate with partners toward the goal of increased proficiency in academics.
5. Develop and implement programs and activities that support proficiency in academics.
6. Organize and assist with the inclusion of Ojibwe language, history, and culture into partner classrooms.
7. Assist with the creation, organization, and implementation of bridge programs.
8. Develop relationships and work with participating students and families in order to support transitions.
9. Serve as a resource center for students and families.
10. Develop, conduct, and implement assessments that measure effectiveness of PN and KBIC programs.
11. Plan, implement, and participate in programming and outreach strategies.
12. Assist with the organization and implementation of family supports and activities.
13. Assist with transportation for events and activities.
14. Maintain a calendar of activities for students and families that promote increased education.
15. Identify and introduce KBIC programs and supports that may be available to students and families.
16. Collect student and program data for assessment and statistical purposes.
17. Work closely with Data Specialist to analyze data.
18. Perform basic clerical duties including, but not limited to word processing, filing, and
19. copying.

20. Prepare monthly reports, attendance records, and travel reports, if applicable.
21. Participate in travel and training, as assigned.
22. Other duties as assigned by 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 the employee, nor to exclude other duties not mentioned that are of a similar kind.

Distribution Date: February 29, 2024

Closing Date: March 14, 2024 at 4:00pm

TERO Approval: Deborah Pierson
Reviewed for Barriers only!
Date: 2/29/2024