

# KEWEENAW BAY INDIAN COMMUNITY

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

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

2024 TRIBAL COUNCIL

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

## OJIBWEMOWIN WIIDOOKAAGEWIN

### (Ojibwe Language Helper)

One (1) Full-time 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 High School Diploma/GED/Certificate of Completion
- College Transcripts, if applicable
- Copy of valid unrestricted 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 relevant to the position
- 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](mailto: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**

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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## POSITION ANNOUNCEMENT

- POSITION:** **OJIBEWMOWIN WIIDOOKAAGEWIN (Ojibwa Language Helper)**  
One (1) Full-time grant funded, Non-exempt position
- LOCATION:** Niwiin Akeaa Community Center and local schools, including Pre-K
- SUPERVISORY CONTROL:** Language Instructor
- SALARY:** Grade 7 (minimum 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.

### **QUALIFICATIONS:**

- Associates Degree in Native American studies, Early Childhood Education, or related field with Ojibwemowin language teaching certification, Native American Education Certification, and a minimum of 8 college credits in Ojibwe Language.

### **OR**

- High School Diploma or GED completion is required. Additionally, must have completed 24 college credits in Native American Studies, including 8 college credits in the Ojibwe language and 3 years of experience in this field. Must complete Associates Degree within two (2) years of hire date. Must provide documentation to the Personnel department of enrollment and completion.
- Extensive knowledge of Ojibwe Culture and Traditions as determined by the Cultural Committee.
  - Experience working with children
  - 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.
  - Proficient with Microsoft Office programs.
  - Experience conducting assessments.
  - Classroom teaching experience, preferred.
- Ability to maintain strict confidentiality.

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- CPR and First Aid certified, or must obtain within 90 days from date of hire.
- Must be willing to work evenings and weekends, as needed.
- Willing and able to travel, as needed.
- Ability to work independently and as a group, with minimal supervision.
- Experience with preparation and management of budgets.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Must possess a valid unrestricted driver's license, be insurable to drive KBIC fleet vehicles, and sign the driving record check form.
- Must obtain a Chauffeur license within six (6) weeks of hire.

**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:**


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 the Education Committee, administrators, and teachers.
4. Promote the use of Ojibwemowin.
5. Facilitate Ojibwemowin classes on a beginner level to both Native and Non-Native students enrolled in local schools, using the curricula developed by KBIC Education Director or Language Teacher.
6. Collaborate with other staff to develop beginner-level Ojibwemowin curricula.
7. Develop and implement Ojibwemowin and cultural programs for the community and with the KBIC Youth Programs during the summer months.
8. Maintain a calendar of activities for students and families that promote the use of Ojibwemowin.
9. Identify and introduce external programs and supports that may be used to promote the use of Ojibwemowin.
10. Participate in Ojibwemowin and cultural activities.
11. Develop, conduct, collect, and implement data assessments that measure the effectiveness of PN and KBIC programs for statistical purposes.
12. Work closely with the Data Specialist to analyze data.
13. Submit monthly and biannual reports on the progress of students and program attendees to the KBIC Education Director. These reports will then be shared with stakeholders within the school system and KBIC.

14. Follow all policies and procedures of KBIC and the school they are providing services or programming for, including mandatory trainings and meetings.
15. Performs clerical duties not limited to word processing, filing, and copying.
16. Assist with transportation for events and activities, as needed.
17. Participate in travel and training, as assigned.
18. Other duties as assigned by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks that 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:  Reviewed for Barriers only! Date: <u>2/29/2024</u>
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