

# KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President  
EVERETT EKDAHL, JR., Vice President  
SAM LOONSFOOT, Secretary  
ELIZABETH "LIZ" JULIO, Assistant Secretary  
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
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DOREEN G. BLAKER  
SUE ELLEN "SUZIE" ELMLAD  
DALE F. GOODREAU  
JEREMY T. HEBERT  
RODNEY LOONSFOOT  
TONY LOONSFOOT  
TONI J. MINTON

## PROMISE NEIGHBORHOODS HIGH-SCHOOL SPECIALIST

One (1) Full-time, three-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](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:**

### **PROMISE NEIGHBORHOODS HIGH-SCHOOL SPECIALIST**

One (1) Full-time, three-year grant funded Non-exempt position

### **LOCATION:**

Niiwin Akeaa Community Center and Local Schools

### **SUPERVISORY CONTROL:**

PN Project Coordinator

### **SALARY:**

Grade 6 w/o Associate's degree (minimum starting wage = \$18.40/hour)  
Grade 7 w/Associate's degree (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 supports, including local schools. The vision of the program is that all children and youth growing up in Promise Neighborhoods have access to great schools and strong systems of family and community support that will prepare them to attain an excellent education and successfully transition to college and a career. The purpose of Promise Neighborhoods is to significantly improve the educational and developmental outcomes of children and youth in our community.

### **QUALIFICATIONS:**

- Associate's 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 12 college credits and 2 years of education and/or experience in the required degree fields. Must successfully complete an Associate's Degree within three (3) years of the hire date. Must provide documentation to the Personnel department of enrollment and completion.

- Must have at least one year of experience working with children ages 14-18.
- Knowledge of Native American issues and culture, particularly as they relate to the educational process required.
- Ability to work effectively within KBIC, local schools, and in a school 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.

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- 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 high-school partners and supports.
3. Regularly meet with partners, including administrators and high-school teachers.
4. Collaborate with partners toward the goal of increased proficiency in academics and preparedness toward post-secondary education.
5. Develop and implement curricula 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 a high-school to post-secondary bridge program.
8. Develop relationships and work with participating students and families to support transitions to post-secondary education.
9. Develop, conduct, and implement assessments that measure the effectiveness of PN and KBIC programs.
10. Plan, implement, and participate in programming and outreach strategies.
11. Assist with the organization and implementation of family supports and activities.
12. Assist with transportation for events and activities.
13. Maintain a calendar of activities for high-school-aged students and families that promote increased education.
14. Identify and introduce KBIC programs and supports that may be available to high-school classrooms and families.
15. Collect student and program data for assessment and statistical purposes.

16. Work closely with Data Specialist to analyze data.
17. Perform basic clerical duties including, but not limited to word processing, filing, and copying.
18. Prepare monthly reports, attendance records, and travel reports, if applicable.
19. Participate in travel and training, as assigned.
20. Other duties as assigned.

*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:** April 7, 2025

**Closing Date:** April 22, 2025 at 4:00pm or until filled

TERO Approval: <i>Debra J. Puccio</i> Reviewed for Barriers only! Date: <u>4/7/2025</u>
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