

# KEWEENAW BAY INDIAN COMMUNITY

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

## 2025 TRIBAL COUNCIL

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

DOREEN G. BLAKER  
SUE ELLEN "SUZIE" ELMBLAD  
DALE F. GOODREAU  
JEREMY T. HEBERT  
RODNEY LOONSFOOT  
TONY LOONSFOOT  
TONI J. MINTON

## DIRECTOR OF CULTURAL RESOURCES

One (1) Full-time, 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'
- ☐ Personal Statement/Cover
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion or college transcripts
- ☐ Minimum of three (3) letters of recommendation
- ☐ Copy of valid, unrestricted state driver's license.
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI Department of Health & Human Service.
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, Michigan 49908  
906-353-6623, ext. 4175 & 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:**

### **DIRECTOR OF CULTURAL RESOURCES**

Full-time, Exempt position

### **LOCATION:**

Cultural Resources Department  
16429 Beartown Road  
Baraga, MI 49908

### **SUPERVISORY CONTROL:**

Chief Executive Officer

### **SALARY:**

Grade 10 (minimum starting wage = \$23.37/hour)

**SUMMARY:** The Director of Cultural Resources is responsible for coordinating and managing the work of KBIC's Tribal Historic Preservation Office (THPO) according to the National Historic Preservation Act (NHPA) and the Native American Graves Protection and Repatriation Act (NAGPRA). This role collaborates closely with Tribal staff, the Cultural Committee, consultants, and local, state, and federal partners to ensure the protection and respectful care of KBIC's archaeological, historical, cultural, and sacred resources. Key duties include maintaining a complete inventory of resources within the reservation and ceded territories; developing and implementing the Tribal Historic Preservation Plan approved by the National Park Service; enforcing Tribal codes related to cultural protection; and promoting community education and involvement. Under NAGPRA, the Director ensures the protection of lineal and cultural patrimony objects. The Director also manages KBIC Archives, organizes the cleanup and documentation of burials at the Pinery and Assinins Cemeteries, and directs cultural programs such as the annual Maawaajidiig Pow Wow. This includes creating policies and procedures for the Pow Wow and supervising related staff. Through these responsibilities, the Director guarantees that KBIC's cultural heritage is preserved, protected, and handed down for future generations.

### **QUALIFICATIONS:**

- Must possess a Bachelor's Degree in Archaeology, Native American Studies or a closely related science field. Three (3) years of demonstrated work experience in cultural resources or a related field preferred.

**OR**

Must possess an Associate's Degree in Archaeology, Native American Studies, or a closely related field AND five (5) years of work experience in cultural resources or related field.

**OR**

Must possess a combination of post-secondary education and work experience in Native American Studies, Archaeology, or a closely related field, equaling at least seven (7) years.

- Must maintain strict confidentiality.

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- Must demonstrate knowledge of the spiritual, traditional, historical, and ancestral ties of the Keweenaw Bay Indian Community (KBIC).
- Must attend required training for THPO and NAGRPA programs.
- Must be proficient in Microsoft Office Suite applications, including Word, Excel, PowerPoint, and Outlook.
- Must have working knowledge of digital cameras, scanners, and basic image/document formats (e.g., JPG, Adobe Acrobat/PDF).
- Must be comfortable using the Internet and related software tools for research, communication, and documentation.
- Must have a working knowledge of Ground Penetrating Radar (GPR) software, both in utility scan and archaeological operations, or the ability to obtain within the timeframe set forth by the supervisor.
- Must attend training on Geographic Information Systems (GIS) within the first year of employment (or within 12 months of hire).
- Must have experience writing reports, interacting with groups, and communicating with the public on sensitive cultural issues.
- Must be familiar with developing, coordinating, and maintaining multiple budgets.
- Must be able to work independently with minimal supervision while maintaining accountability to deadlines and program goals.
- Must be in good physical condition and able to lift 50 pounds unassisted.
- Must possess a valid, unrestricted driver's license, vehicle, vehicle insurance, a good driving record, and be willing to travel.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- 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 applicants of American Indian descent.

**VETERAN PREFERENCE:** Preference will be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

**DUTIES AND RESPONSIBILITIES:**

1. Updates the Tribal Historic Preservation Plan as needed.
2. Administers Park Service Historic Preservation grant, including but not limited to; application preparation, reporting, and budget preparation.
3. Assume national historic preservation program responsibilities on tribal lands, according to Section 101 (d) of the National Historic Preservation Act, as amended.
4. Conducts reviews of federally funded projects according to Section 106 of the National Historic Preservation Act.

5. Development of THPO establishment/enforcement policies and procedures regarding archaeological activities.
6. Establishments of Tribal ordinances and permit procedures concerning excavation and removal of archaeological resources to be consistent with the Tribal Historic Preservation Plan and as provided by the Archaeological Resources Protection Act, as well as other Federal, State, and Tribal Codes.
7. Establishment and maintenance of archaeological records, restricting access, and providing formal clearances for tribal projects.
8. Gather and distribute information about cultural resources through public presentations, press releases, and/or letters to government agencies, the general public, and educational institutions about the Tribal Historic Preservation program.
9. Act as liaison and representative for the Keweenaw Bay Indian Community with the following agencies, including but not limited to Bureau of Indian Affairs, State of Michigan Historical Society and the State Historic Preservation Office, National Park Service, National Trust for Historic Preservation, Michigan Trust for Historic Preservation, towns, communities, cities, and villages within the 1842 and 1854 Treaty area; Baraga, Keweenaw, Marquette, Ontonagon Counties, Department of Transportation, Bureau of Land Management, National Forests, Corps of Engineers, and Michigan Tribes.
10. Development and maintenance of relationships with the above-listed appropriate agencies and organizations, as well as with the THPOs and/or other neighboring tribes, with respect to tribal historic preservation.
11. Identification of gathering areas and improvement of access for tribal members.
12. Development of policies and procedures regarding the sale of traditional products.
13. Performance of site surveys before development projects and before the sale of allotted lands.
14. Provide recommendations to the Tribal Council regarding the management of specific archaeological, cultural, sacred, or historic sites.
15. Work closely with Tribal Realty Officer, Natural Resource Department staff, and other staff in all historic preservation activities.
16. Assume the responsibility of nomination of properties to the Tribal, National, and State Registers of Historic Places and Historic Landmark designations.
17. Record and designate historic properties on tribal lands of historic/archaeological significance to the Keweenaw Bay Indian Community.
18. Compile oral histories from Tribal Elders, as well as to conduct literature and record search for archaeological investigations.
19. Attend Tribal Council and other meetings relating to Tribal Historic Preservation and land management issues.
20. Assist in the performance of archaeological surveys in the field.
21. Perform all the duties assumed from the State Historic Preservation Officer regarding land management issues.



22. Function as Tribal Heritage Tourism Coordinator through promotion of heritage tourism activities that encourage visitors to the area.
23. Help create awareness with residents of the importance of tourism and the cultural and historic richness of our area.
24. Pursue Historic Preservation grants from the National Park Service and other agencies.
25. Create a manual for the policies and procedures of the KBIC THPO's process regarding the FCC Tower Control Notification System (TCNS).
26. Ensure Data entered from Section 106 reviews is accurate and reported monthly.
27. Establish policy and procedures for the use of the GPR at sites to be reviewed within KBIC's ceded territories, and including a pay scale for customers to pay for the use of the equipment and software, both on and off the reservation.
28. Increase the understanding of NAGPRA and facilitate the dissemination of this information to appropriate tribal members and staff.
29. Create a manual and process regarding techniques for documenting the cultural affiliation and/or treatment history of Native American remains and cultural items.
30. Develop policies and procedures in handling repatriation activities specific to the Keweenaw Bay.
31. Create a well-informed and trained Tribal staff able to respond appropriately and promptly to repatriation requirements and inadvertent discoveries, including communication with the museum and Federal agency officials regarding culturally affiliated human remains and cultural items.
32. Provide training to establish the expertise and knowledge necessary to meet the requirements of the "Anishinaabek consensus Statement on Repatriation."
33. Provide training to establish the expertise to fulfill our commitment to reinter our ancestors and their funerary items in a respectful and proper manner.
34. Familiarize Tribal staff with local collections, museums, historical societies, and federal organization staff within the Western Upper Peninsula of Michigan.
35. Cultural Training and Outreach - Director shall attend pertinent NAGPRA training and interact with associated traditional/cultural contacts to carry out the grant's scope of work; Director will provide NAGPRA and related cultural material to appropriate working groups.
36. Data Collection - Director shall visit and interview appropriate staff at local museums, historical societies, universities, and federal agencies in the Michigan counties of Marquette, Baraga, Houghton, Ontonagon, and Keweenaw.
37. Data Entry and Collation - Director will be responsible for data entry, proofing, and collating data according to the directions of management.
38. Data Analysis and Report Writing - The Director shall collate appropriate data analysis and write necessary reports.
39. Maintain an inventory of Native American cemeteries and burial grounds and shall inspect these sites routinely for evidence of looting and vandalism.

40. Coordinate the maintenance and cleanup of Pinery and Assinins Cemeteries; collaborating and utilizing such resources as the Youth Program, Community Service, other departments and agencies, and volunteers.
41. Pursue NAGPRA-related grants for repatriation and Data collection activities.
42. Maintain relationships with the Michigan Anishinaabek Cultural Preservation and Repatriation Alliance (MAGPRA) and attend quarterly meetings and repatriation appointments, when necessary.
43. Consult with other tribes that request a consultation on the repatriation process.
44. Retrieve from other sources: ancestral remains, associated funerary objects, items of cultural patrimony, and sacred items.
45. Director shall oversee the establishment of a Tribal Archive and oversee the preservation and cataloging of historical documents.
46. Director shall be responsible for the development and management of the budgets of the KBIC Cultural Committee and Pow-wow Committee.
47. Compile information for a comprehensive history of the Keweenaw Bay Indian Community.
48. Cataloging and preservation of museum exhibit pieces.
49. Develop policies for and oversee the planning and operation of the KBIC Pow-Wow.
50. Responsible for the use, lease, and operation of the Ground Penetrating Radar.
51. Oversight of departmental billing procedures.
52. Directly responsible for the supervision of the Pow-Wow employees.
53. Oversight of community members/departments' transfer of photographs from analog to digital format.
54. Provide consultation for construction projects related to THPO.
55. Assist with the process of applying for grants and other funding opportunities.
56. Perform all 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 a declaration of the specific duties and responsibilities of the position. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor is intended 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 in kind or in level of difficulty.*

**Distribution Date:** September 10, 2025

**Closing Date:** September 24, 2025 @ 4:00 p.m.

TERO Approved: \_\_\_\_\_

Date: 9/10/2025