

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
Fax (906) 353-7540

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

PROMISE NEIGHBORHOODS COLLEGE/CAREER SPECIALIST

One (1) Full-time, two-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 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, MI 49908
906-353-6623, ext. 4175 & 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

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

PROMISE NEIGHBORHOODS COLLEGE/CAREER SPECIALIST

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

LOCATION:

Harvey Community Center
105 Acre Trail
Marquette, Michigan 49855

SUPERVISORY CONTROL:

Assistant Director of Marquette Programming

SALARY:

Grade 6 w/o Associate's (starting wage = \$18.40/hour)
Grade 7 w/ Associate's (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:

- 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 (3) 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 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.

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- 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 Chauffeur 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. Assist in the development and maintain relationships with appropriate agencies and organizations that form a network of post-secondary partners and supports.
3. Regularly meet with partners, including post-secondary administrators and instructors.
4. Collaborate with students, families, and partners toward the goal of increased participation in post-secondary opportunities and preparedness for careers.
5. Assist in the development and implementation of programs and activities that support post-secondary attainment and success.
6. Serve as a resource for career and college readiness information.
7. Meet with students and families individually and in groups to assist with FAFSA completion, career planning, and the post-secondary entry processes.
8. Assist with the creation, organization, and implementation of a high-school-to-college/trades bridge program.
9. Plan, implement, and participate in programming and outreach strategies.
10. Assist in the development of relationships with participants to support transitions to college or career.
11. Assist in the development, conduct, and implementation of assessments that measure the effectiveness of PN and KBIC programs.
12. Assist with the organization and implementation of family supports and activities that may assist with post-secondary or career attainment.
13. Assist with transportation for events and activities.

14. Maintain a calendar of activities for post-secondary opportunities.
15. Identify and introduce KBIC programs and supports that may be available to post-secondary students and families.
16. Collect student and program data for assessment and statistical purposes.
17. Work closely with the Data Specialist to analyze data.
18. Perform basic clerical duties including, but not limited to word processing, filing, and copying.
19. Prepare monthly reports, attendance records, and travel expenses, if applicable.
20. Participate in travel and training, as assigned.
21. 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: October 16, 2025

Closing Date: October 30, 2025 at 4:00pm

TERO Approval: <u>Debra L. Pisonero</u> Reviewed for Barriers only! Date: <u>10/16/25</u>
