

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

INVASIVE SPECIES COORDINATOR

One (1) Full-time, 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
- College transcripts (if applicable) or Copy of HSD/GED
- Copy of Valid Driver's License
- Minimum of three (3) professional Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- 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 or 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:

INVASIVE SPECIES COORDINATOR

One (1) Full-time, Non-exempt position, at 40 hours/week
This position is dependent on grant funding

LOCATION:

KBIC Natural Resources Department
Pequaming, Michigan
(Located 7 miles north of L'Anse)

SUPERVISORY CONTROL:

Habitat Specialist

SALARY:

Grade 8 (minimum starting wage \$20.21/hour)

QUALIFICATIONS:

- Bachelor's degree in Environmental Science, Plant Ecology, or related field required.

OR

Associate's degree in Environmental Science, Plant Ecology, or related field required. Must have at least two (2) years full-time work experience in related field with increasing responsibility.

OR

High School Diploma or equivalent with four (4) years full-time work experience in related field.

- Must be able to conduct fieldwork in remote locations both independently and in crews.
- Must be able to work in rugged terrain and conditions including times of inclement weather such as snow, rain, heat, or cold.
- Must be able to work flexible hours including: 8+ hour days, late nights, early mornings, and weekends.
- Must have at least one (1) year supervisory experience leading a field crew in various activities.
- Must have experience with Microsoft Word, Excel, and Power Point, and ArcGIS.
- Must be in good physical condition, able to perform strenuous duties for extended periods of time such as walking long distances of up to several miles, and shall be able to regularly lift and carry 50 pounds of equipment.
- Able to work effectively and maintain disciplined and professional work ethic both with minimal supervision and in a team environment.
- Must have a current Michigan or Federal Pesticide applicators certification or acquire certification within 3 months of employment.
- Must be able to travel at least 50 miles several times per week.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Must have valid, unrestricted state driver's license, be insurable and 21 years of age to operate KBIC fleet vehicles.

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- 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 individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).


DUTIES AND RESPONSIBILITIES:

1. Coordinate staff for invasive species control work using outlined methods/protocols at designated sites. Duties will include manual removal and disposal of plant materials and chemical control for which appropriate training and certification necessary. Biological control methods will also be used. Duties include creating work plans, record keeping for operations and maintenance and care of associated equipment and supplies.
2. Responsible for implementation of the KBIC Terrestrial Invasive Species Management Plan and portions of the KBIC Aquatic Invasive Species Adaptive Management Plan.
3. Completes relevant training for position when directed and when such training is available. Training may include travel out of town and overnight stays.
4. Maintains disciplined and professional work ethic both with minimal supervision and in a team environment.
5. Maintains confidentiality regarding KBIC, Department, and staff related information.
6. Takes detailed field notes with accurate GPS documentation and identification of invasive species.
7. Responsible for training and supervising the field crews. Trains and supervises additional technicians, college interns, youth and volunteer workers as directed by Habitat Specialist.
8. Responsible for maintaining work logs, , completing timesheets, writing monthly reports, designing and presenting public education materials, assisting with website updates, assisting with outreach and education events and other regular routine departmental administrative tasks.
9. Responsible for weekly collation and entry of monitoring and control data using various software programs such as Microsoft Office Excel and/or Access, and ArcGIS suite of programs.
10. Scan and file relevant invasive species program information.
11. Produce and maintain digital photo records. Integrate newly collected data and archived invasive species program data in Excel or other programs will also be required.
12. Required to ensure routine restocking of supplies, and check maintenance of boats and canoes.
13. Coordinates with AIS Specialist and other staff for outreach and education related to invasive species, including KBIC youth program, and will provide field tours as directed.
14. Assists with coordinated efforts for invasive plant control efforts with KBIC Departments, and other organizations and agencies, and represents KBIC at partnership meetings, workshops, and at times provides presentations.
15. Assist Habitat Specialist, Ecologist, and/or other staff with grant proposal development and reporting requirements pertaining to invasive species.
16. All 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 this position, nor 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 kind or level difficulty.

Distribution Date: May 28, 2026

Closing Date: June 11, 2026 at 4:00 pm

TERO Approval: 
Reviewed for barriers only!
Date: 5/12/2026