

KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

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

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

LAKE SUPERIOR PROGRAM 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
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Minimum of two (2) Original Writing Examples (reports, publications, technical memorandum, etc.)
- ☐ College Transcripts
- ☐ Copy of valid, unrestricted Michigan driver's license
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI DHHS
- ☐ 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

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age. 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:

LAKE SUPERIOR PROGRAM COORDINATOR

One (1) Full-time, Non-Exempt Position
(Year-to-Year dependent on grant funding)

LOCATION:

KBIC Natural Resources Department
(Located 7 miles north of L'Anse on Pequaming Road)

SUPERVISORY CONTROL: Great Lakes Resource Specialist

SALARY:

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

QUALIFICATIONS:

- Bachelor's Degree in Environmental Science or closely related field. One (1) year of demonstrated experience in Environmental Sciences or related field preferred.
- OR
- Associate's Degree in Environmental Science or a discipline related to the listed duties and responsibilities **AND** two (2) years of work experience performing similar duties and responsibilities as listed below.
- OR
- High School Diploma/ GED and a combination of full-time work experience and secondary education in Environmental Science or closely related field equaling four (4) years.
- Must have a minimum of one year of supervisory experience
- Demonstrated knowledge of Lake Superior ecosystem functions and threats and familiarity with the Great Lakes Water Quality Agreement.
- Familiar with the Lake Superior Lake-wide Action and Management Plan (LAMP) process.
- Be in good physical condition and able to complete physical work.
- Must have excellent written communication skills and provide a minimum of two (2) original writing examples. Examples can include reports, publications, technical memoranda, or similar materials.
- Must be able to read scientific and technical papers related to the Great Lakes and produce summaries for supervisor and others.
- Must have good verbal communication and presentation skills.
- Possess a valid, unrestricted Michigan driver's license; must be insurable to operate KBIC vehicles.
- Must be willing to travel at least 50 miles three days per week, as necessary
- Must be willing to have a flexible schedule when supervising youth (ex., weekends and evenings).

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"Home of the Midnight Two-Step Championship"

- Must be willing and able to travel out of town regularly for overnight stays at state, regional, and national conferences and meetings.
- Must be willing to conduct fieldwork in a variety of environmental conditions.
- Must have demonstrated experience and familiarity with computer software that includes Microsoft Office programs. ArcGIS and R Statistical software experience preferred.
- Must have previous experience teaching various groups of people.
- 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 individuals of American Indian descent.

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

DUTIES AND RESPONSIBILITIES:

1. Shall complete training for this position as directed and when such training is available. Training and travel will include travel out of town and overnight stays.
2. Shall be required to travel to Lake Superior Partnership, Superior Workgroup, and subcommittee meetings and associated conferences regularly.
3. Works effectively and maintains a disciplined and professional work ethic both with minimal supervision and in a team environment.
4. Develops and maintains respectful and good working relations with other department and government staff, government agencies, organizations, and youth.
5. Uses and is proficient in various computer software including spreadsheets, databases, graphics, word processing, and other computer programs required to accomplish duties as assigned.
6. Maintains strict confidentiality regarding KBIC, department, and staff-related information and issues.
7. Assists with the planning, coordinating, and reporting as directed.
8. Shall be responsible for various administrative tasks such as vehicle logs, travel reports, monthly reports, program inventory, maintaining a daily work log, and other similar duties.
9. Shall participate in Superior Workgroup activities and communicate workgroup activities regularly to the Natural Resource Department and KBIC government staff.
10. Shall participate in the development and implementation of goals related to Lake Superior LAMP priorities or similar forums as assigned.
11. Shall assist KBIC with participation in the implementation of projects and programs for Lake Superior and communicate information to appropriate agencies on successful implementation.
12. Shall assist the department with outreach and education to the local community regarding the LAMP and the value of efforts to restore, protect, and enhance the Lake Superior ecosystem. Outreach and education will include participation in KBIC events (booths and presentations), educational brochures, articles in the KBIC newsletter, coordinating press releases and article preparation, and other such activities.

13. Shall be responsible for coordinating the completion of an annual department report highlighting accomplishments related to restoration, protection, and enhancement of the Lake Superior ecosystem and environment.
14. Shall assist KBIC with climate resiliency planning. This may include plan development.
15. Shall assist KBIC with participation in activities relating to the Great Lakes Water Quality Agreement, Lake Superior Partnership, Superior Work Group, and the Great Lakes Restoration Initiative.
16. Shall assist with coordination and implementation of events related to the Lake Superior LAMP such as Lake Superior Day, Waste Collection Events, Environmental Forum, Tribal Water Day, and other similar activities.
17. Shall assist with project planning and assist with identifying sources of funding and technical assistance to help KBIC implement various aspects of the LAMP.
18. May assist with contractor and consultant solicitations, management, and oversight as necessary.
19. Shall assist with grant proposals to ensure continued funding for the position. May develop grants for projects as assigned.
20. Shall assist with proper management of grants and Tribal Council funds necessary to implement program activities. May be responsible for grant management for projects.
21. Shall supervise NRD youth workers and young adult natural resources technicians.
22. Shall design educational programs for youth workers relating to natural resources, cultural teachings, and other topics of interest.
23. Shall coordinate the weekly beach cleanups during the summer months.
24. Shall complete 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 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: July 27, 2026

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

TERO Approved: <u>Debra H. Carson</u>
Reviewed for barriers only!
Date: <u>7/27/2026</u>