

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.

EDUCATION ASSISTANT

One (1) Full-time (40 hours/week), 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/ Personal Statement
- ☐ Copy of High School Diploma and/or College Transcripts
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ 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
164298 Beartown Road
Baraga, Michigan 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 DESCRIPTION

JOB TITLE:

EDUCATION ASSISTANT

One (1) Full-time, grant funded, 40 hours/week,
Non-exempt position

LOCATION:

Niwiin Akeaa Community Center
111 Beartown Road
Baraga, Michigan

SUPERVISORY CONTROL:

Education Director

SALARY:

Grade 7 (minimum starting wage = \$19.47/hour)

QUALIFICATIONS:

- Associates degree in education, social science, or related field, preferred.

OR

High School Diploma, GED, or Certificate of Completion and 2 years of experience working in an educational setting and must be actively pursuing an Associates degree in education, social science, or related field and maintain a minimum of a 2.00 GPA. Will be required to show proof of enrollment status, major and GPA.

- Must have strong written and oral communication skills to effectively communicate with students, parents, and teachers.
- Must have at least three (3) years of administrative experience.
- Possess exceptional organizational skills to effectively maintain and prioritize projects in a timely manner.
- Ability to work in a culturally sensitive and diverse culture.
- Must have a friendly, outgoing, professional personality and appearance.
- Average clerical test score of 70% (testing will be administered by KBIC).
- Disciplined and professional work ethic to work independently and in a team environment.
- Computer skills with demonstrated proficiency in Microsoft Office and Google applications

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- Willing to work a flexible work schedule and to travel to various work sites.
- Willing to attend trainings as needed.
- Must be at least 21 years of age, possess a valid, unrestricted Michigan driver's license; a good driving record; and be insurable to operate KBIC fleet vehicles.
- Must be able to obtain a satisfactory clearance by the Indian Child Protection and Family Violence Prevention Act Background Investigation 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. Knowledge of or willing to learn all department program regulations and requirements.
2. Responsible for various administrative/clerical tasks such as preparation of documents for education programs (purchase requests, letters, and mailings), answering the phone, organizing, and maintaining files, and inventory of office supplies.
3. Assist in promoting educational programs, through the department.
4. Assist in the development of various programs to achieve departmental goals, including but not limited to Mazina'iganan and Dibaajimowin Miikana projects.
5. Assist in the development of outreach and education materials in digital and print form, for distribution and the website.
6. Assist in data collection to effectively assess, maintain, and report on department programs.
7. Assist with tutoring at tutoring programs as needed.
8. Always maintain strict confidentiality.
9. Work daily with computer programs such as spreadsheets, databases, graphics, word processing, and other computer programs to accomplish duties as assigned.
10. Complete training for various programs, as facilitated by the Education Department, when needed.

11. Assist with Promise Neighborhoods administrative duties, as needed.
12. Assist in maintaining the Education Department website.
13. Regularly travel to local schools and other remote locations.
14. Assists other program staff as directed
15. 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 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: October 28, 2026

Closing Date: November 12, 2026 @ 4:00 p.m.

TERO Approval:  Reviewed for barriers only! Date: 10/28/2026
