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.

Community Outreach 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'
- ☐ Personal Statement
- ☐ College transcripts and/or High School Diploma or Equivalent
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ Copy of valid, Michigan driver's license
- ☐ Copy of a satisfactory Child Abuse/Neglect Central Registry clearance form 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. 4175/4176/4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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POSITION ANNOUNCEMENT

POSITION: **COMMUNITY OUTREACH COORDINATOR**
One (1) Full-time, Non-Exempt position

LOCATION: KBIC Tribal Court
Baraga, Michigan 49908

SUPERVISORY CONTROL: Child Support Program Director

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

REQUIRED QUALIFICATIONS:

- Associate's Degree in Public Administration, Business Administration, Social Sciences, or Human Services related field.

OR

- Must have a High School Diploma/Equivalent and a combination of post-secondary education with full-time work experience in Public Administration, Business Administration, Social Services, or Human Services related field equaling a minimum of two (2) years.
- Experience and/or training in Child Support Enforcement preferred.
- Must have experience and knowledge using word processing and spreadsheets (i.e. MSWord, Windows, Excel, Access, Etc.).
- Must be personable and outgoing.
- Knowledge of community resources and prior involvement with community activities is preferred.
- Must have a pleasant demeanor and work well with others.
- Ability to read and interpret financial reports and legal documents.
- Ability to maintain records and prepare reports.
- Must be able to speak effectively before groups of people including customers, co-workers, and supervisors.
- Must be able to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Must be bondable.
- Must maintain strict confidentiality.
- Must be able to work independently.
- Must be able to travel as required for training and conferences.
- Ability to remain calm in difficult situations and with intense clients; defuse tense situations, and remain impartial.
- Ability to be culturally sensitive in a diverse society.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must be at least 21 years of age, have a valid, unrestricted driver's license, and be insurable to operate KBIC fleet vehicles. Must sign KBIC Driving Record Check form.
- 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.
- Be willing to work occasional evenings, holidays, and weekends.

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. Responsible for case initiation/initial intake duties as follows:
    a. Processes all child support applications
    b. Prepares new cases in the child support database
    c. Prepares new hard-copy child support files
    d. Advises customers of policies and procedures OCSS follows to establish paternity and obtain child support orders
2. Receives and directs customers to appropriate staff.
3. Answers phone and properly documents all conversations held.
4. Performs customer service and public relations activities.
5. Receives and logs incoming child support payments.
6. Assists clients with employment searches.
7. Researches potential guest speakers to bring to the community for a presentation/workshop.
8. Collaborates with other agencies to ensure proper communication is taking place.
9. Performs administrative functions in planning and departmental outreach.
10. Recommends projects to improve services to the public.
11. Serves as a departmental outreach representative to local business entities.
12. Prepares materials, such as brochures and other items, promoting the OCSS program and ensures they are distributed throughout the community.
13. Provides information about the tribal child support program to other tribal programs.
14. Must be willing to attend meetings as needed to foster the relationship between the KBIC as well as with state, tribal, and federal agencies.
15. Collaborates with other staff and court personnel to establish fluidity within the department, ensuring the best outcome for the child(ren).
16. Assists the Director and Child Support Specialist with assigned tasks, including special projects.
17. Administer other programs as needed (ex. Fatherhood is Scared/Motherhood is Sacred)
18. Other duties as assigned by the Supervisor.

This position announcement summary is intended to indicate the kinds of tasks that 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 a similar kind or level of difficulty.

Distribution Date: November 2, 2026

Closing Date: November 17, 2026 at 4:00 pm

TERO Approval: Deborah K Peercy
Reveiwed for barriers only!
Date: 11/2/2026