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.

PROMISE NEIGHBORHOOD
ASIGIBII'IGEWIN

(One who tallies the numbers)

One (1) full-time, Grant funded, 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

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POSITION ANNOUNCEMENT

POSITION: **PROMISE NEIGHBORHOOD ASIGIBII'IGEWIN** (one who tallies)
One (1) full-time, Grant funded, Exempt position

LOCATION: Niiwin Akeaa Community Center
111 Beartown Road
Baraga, Michigan 49908

SUPERVISORY CONTROL: PN Program Director/Education Director

SALARY: Grade 10 (minimum starting wage of $23.37/hr)

SUMMARY: We are seeking a knowledgeable and passionate Asigibii'igewin to manage the in-kind requirements of the Promise Neighborhood grant, ensuring compliance, accurate reporting, and effective use of funds.

QUALIFICATIONS:

- Must have a Bachelor's degree in Accounting, Finance, Business, or a related field and three (3) years of full-time work experience in a similar management field.

  OR

  Must be working toward a Bachelor's degree in Accounting, Finance, Business, or a related field (with a minimum of 65 credits) and five and (5) years of full-time work experience in a similar management field.
- Must possess strong verbal communication, written communication, organization, project management, interpersonal, and teamwork skills.
- Must possess a thorough knowledge of Generally Accepted Accounting Principles.
- Grant monitoring, technical writing, project management, compliance, and reporting experience.
- Grant compliance experience required.
- Must be highly organized and detail-oriented.
- Must have the ability to convey complex concepts in an understandable and engaging manner.
- Must have the ability to plan and assess program goals strategically.
- Must have strong multitasking and time management skills, with the ability to work under strict deadlines.
- Ability to work effectively in a tribal community context.
- Ability to read, analyze, and interpret technical journals, financial reports, legal documents, grants, and contracts.
- Ability to build and maintain collaborative partnerships with KBIC departments, schools, and community partners.

- Must maintain strict confidentiality.
- 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 have a valid unrestricted Driver's License, and be insurable to operate KBIC fleet vehicles.
- 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 or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES include the following:

1. Assist Director in articulating Promise Neighborhood (PN) project goals, objectives, lesson plans and materials.
2. Assist Director in ensuring compliance with regulations, standards, timelines and contractual obligations for the KBIC/BC Promise Neighborhoods Grant Project.
3. Manage the in-kind requirements of the Promise Neighborhood grant, ensuring compliance, accurate reporting, and effective use of funds.
4. Monitor grant budgets, expenditures, and projections to ensure funds are utilized in accordance with grant agreements and federal regulations.
5. Reconcile grant-related accounts, identifying discrepancies and making necessary adjustments to maintain accurate financial records.
6. Collaborate with program managers and community partners to develop in-kind match budgets, providing financial expertise and guidance.
7. Implement and maintain internal controls and procedures for grant accounting to ensure compliance with generally accepted accounting principles (GAAP) and applicable laws and regulations.
8. Analyze grant agreements to determine financial reporting requirements, budget restrictions, and compliance obligations.
9. Assist in the preparation of support documentation for bi-annual reports and audits, specifically related to grant.
10. Develop and maintain a database of grant financial documentation for reference and compliance purposes, ensuring confidentiality and security of financial records.
11. Develop and maintain relationships with appropriate agencies and organizations that form a network of partners.
12. Attend regular meetings with partners, including administrators.
13. Assist with assessments that measure effectiveness of PN and KBIC programs.
14. Communicate complex concepts in an easy-to-understand manner and resolve any queries or misunderstandings.
15. Track educational activities, in-kind match attainment.
16. Present oral and/or written updates to a variety of audiences.

17. Form and maintain positive relationships with KBIC departments.
18. Work with the accounting office for grant in-kind compliance.
19. Will be required to travel for training, as needed.
20. Work in coordination with the Promise Neighborhood Director to execute community engagement activities, such as family events, educational fairs, or workshops.
21. Other project 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 the employee, nor to exclude other duties not mentioned that are of a similar kind.

Distribution Date: November 17, 2026

Closing Date: December 3, 2026 at 4:00pm

TERO Approval: Deborah Pierson
Reviewed for Barriers only!
Date: 11.17.24