Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-4201

2026 TRIBAL COUNCIL

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TONY LOONSFOOT, Vice President
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TONI J. MINTON, Assistant Secretary
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MATHEW SHALIFOE, JR.

PROMISE NEIGHBORHOOD GINZHIZHAWIZIWIN COORDINATOR

(Skilled Worker Coordinator)

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

KEWEENAW BAY INDIAN COMMUNITY

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

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POSITION ANNOUNCEMENT

POSITION: **PROMISE NEIGHBORHOOD GINZHIZHAWIZIWIN COORDINATOR**
One (1) Full-time, grant-funded, Exempt position

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

SUPERVISORY CONTROL: Assistant Director of Postsecondary Education

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

SUMMARY: We are seeking a knowledgeable and passionate Ginzhizhawiziwin Coordinator to develop programs, trainings, workshops, and classes to mentor and inspire community members in the art and science of individual skilled trades.

QUALIFICATIONS:

- Must have an Associates degree in at least one of the following fields: HVAC, plumbing, electrical, mechanical, solar panel installation, solar panel maintenance, and basic familiarity with at least one of the other fields.

  OR

- Must have a high school diploma and at least five (5) years of combined practical experience, vocational teaching experience or management in two or more of the following fields: HVAC, plumbing, electrical, mechanical, solar panel installation, solar panel maintenance.
- Grant monitoring, technical writing, project management, compliance, and reporting experience.
- Must have knowledge of Michigan licensing requirements and trade certification standards.
- Must have knowledge of building codes, safety regulations, and compliance standards.
- Must have a Journeyman license in HVAC, electrical, carpentry, or welding, or a Master trade license, other licenses may be considered that are related to the position.
- North American Board of Certified Energy Practitioners (NABCEP) Solar Certification, preferred.
- Must have a keen interest and a knack for conveying complex concepts in an understandable and engaging manner.
- Must have the ability to plan and assess program goals strategically.
- Community workshop development, implementation, and assessment experience.

- Must possess strong verbal communication, written communication, organization, project management, interpersonal, and teamwork skills.
- Ability to work effectively in a tribal community context.
- Ability to build and maintain collaborative partnerships with KBIC departments, schools, and community partners.
- Strong analytical skills.
- Strong oral and written communication.
- Solid organizational skills, including multitasking and time management.
- Must be OSHA certified, or willing to obtain certification, within 90 days of hire.
- Must maintain strict confidentiality.
- Must be willing to work evenings and weekends, as needed.
- Understanding of cultural competency and sensitivity in educational and community settings.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Must be at least 21 years old, 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 the Director in ensuring compliance with regulations, standards, timelines, and contractual obligations for the KBIC/BC Promise Neighborhoods Grant Project.
3. Recruit Baraga County participants into skilled trade pathways.
4. Coordinate hands-on labs, simulation training, and field-based learning.
5. Develop, plan, and deliver a variety of engaging programs, trainings, workshops, and classes to a diverse range of students.
6. Provide practical demonstrations on various techniques and use of appropriate tools, and they ensure that their students learn to do the same safely and effectively.
7. Foster a supportive learning environment and encourage active participation.
8. Provide a safe and conducive learning environment for all participants
9. Maintain records of students' progress and development
10. Develop and maintain relationships with appropriate agencies and organizations that form a network of partners.
11. Hold regular meetings with partners, including administrators.

12. Act as a community resource center for students and families in Baraga County.
13. Develop, conduct, and implement assessments that measure the effectiveness of PN and KBIC programs.
14. Plan and implement community programming outreach strategies.
15. Communicate complex concepts in an easy-to-understand manner and resolve any queries or misunderstandings.
16. Problem-solving skills to assist students in overcoming challenges or issues they may encounter.
17. Assist participants with certification testing and licensing preparation.
18. Track participant progress, credential attainment, and employment outcomes.
19. Manage a calendar of educational activities that promote increased education.
20. Present oral and/or written updates to a variety of audiences.
21. Coordinate in-kind match requirements of the grant.
22. Form and maintain positive relationships with KBIC departments.
23. Integrate culturally responsive practices and community priorities into workforce programming.
24. Assist with workforce development grants.
25. Be able to lift 50 lbs.
26. Will be required to travel for training.
27. Work in coordination with the Promise Neighborhood Director to execute community engagement activities, such as family events, educational fairs, or workshops.
28. 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 L Pocrow
Reviewed for Barriers only!
Date: 11/17/26