

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title:	LANGUAGE DEPARTMENT ASSISTANT
Department:	Gijigowi Anishinaabemowin Language Department
Reports To:	Language Department Director
FLSA Status:	Non-Exempt
Salary Range:	\$12.54 to \$16.96 per hour / (\$26,075 to \$35,278) annual
Level:	3
Open Date:	February 26, 2010
Closing Date:	March 19, 2010

SUMMARY

Works under the direction of the Anishinaabemowin Language Department Director to develop, coordinate, and assist with meeting objectives and attaining goals of the LTBB Language Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide administrative support for language instructors, classes, elders, and language learners.
- Assist with creation of teaching materials, classroom resources, educational workshops, special events, presentations and activities for the classroom and community, utilizing audio and visual mediums.
- Perform clerical and reception responsibilities for department and staff, including answering phones, filing, copying, procurement, research, and compiling reports, and other office duties as necessary.
- Coordinate partnerships with high schools, colleges, and other organizations including implementation, documentation, and reporting.
- Assist in maintaining collaborative, positive relationships with LTBB departments and enterprises, outside organizations, tribal organizations and consumers.
- Assist with program activities and events, which may involve public speaking, presenting, facilitating, or assisting as a teacher-aide.
- Maintain communication systems, equipment and computer hardware, software, and collections. Build and maintain language learner database.
- Maintain orderly organization of files, computer data, language supplies, teaching materials, office supplies, and other items secured by the department.

EDUCATION AND EXPERIENCE

Associates Degree and minimum two years related experience preferred. Advanced computer skills required. High school diploma/GED and combination of training and experience *may* be considered. Preference will be given to a candidate who is fluent in Anishinaabemowin or working toward language acquisition.

OTHER ESSENTIAL SKILLS AND ABILITIES

- Must have knowledge of Odawa history and culture with a high level of cultural sensitivity.
- Must be familiar with Anishinaabemowin, its background, preservation and revitalization efforts.
- Must be willing to continue learning Anishinaabemowin.
- Must have advanced computer skills in word processing, spreadsheets, graphics, and publishing.
- Must have experience in varied computer applications such as powerpoint, photoshop, or other desktop publishing software.
- Ideal candidate will possess background in basics of audio and video editing applications or web design.
- Must be creative and well organized, with strong oral and written communication skills.
- Must possess the ability to function effectively within the team, as well as independently.
- Must be task-oriented with the ability to prioritize and manage a comprehensive and wide range of duties.
- Must have excellent interpersonal and customer service skills.
- Must maintain discretion related to confidential information.
- Must be willing to work flexible hours to accommodate occasional weekend or evening language activities.

COMMENTS

Candidate may be requested to participate in an assessment of Anishinaabe language skills. Must have a valid Michigan Driver's License and transportation for occasional and required local travel. Individual must be able to pass a criminal background investigation. Indian preference will apply.