

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: GIJIGOWI-BIPSKAABIIMI DIRECTOR
Department: Gijigowi-Bipskaabiimi Department
Reports To: Tribal Administrator
Status: Exempt
Salary Range: \$51,814-\$68,966
Level: 7
Open: January 20, 2012
Close: February 10, 2012

SUMMARY

Plan and direct all department activities to promote education, cultural learning, revitalization of Anishinaabemowin, and preservation of historical and current information about the Odawa people. Strive to improve and enhance the understanding of Tribal culture within our community and in the greater community.

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

- Establish strategic plan for the Gijigowi-Bipskaabiimi Department, following guidance of WOS 2010-008:
 - Administer education based programs that assist Tribal Citizens in reaching their educational and personal goals.
 - Collect, preserve, and manage all information, both historical and contemporary, about the Odawa people.
 - Administer programs that revitalize Anishinaabemowin.
- Supervise and manage department staff, including coordinating work schedules, overseeing work productivity, performance monitoring and evaluations, and conflict resolution.
- Prepare, monitor, and maintain department budget, including all funding sources related to Anishinaabemowin, culture, archives, and education.
- Provide reports for administration in a timely manner as requested, including quarterly and end-of-year reports.
- Coordinate department program evaluation, reporting, and assessment.
- Develop relationships and collaborative opportunities with Tribal departments, local agencies and educational institutions.
- Facilitate programs according to federal and/or Tribal regulations and ensure that departmental policies, procedures, and reporting are in compliance.
- Develop innovative approaches and ideas for program implementation.
- Address relevant problems, concerns and questions of the Tribal membership and advocate when necessary.
- Collaborate with other LTBB departments to represent the LTBB government at designated events and activities.

- Attend necessary meetings and trainings such as Program Director, Michigan Indian Education Director's Consortium, etc.

EDUCATION AND EXPERIENCE

Must possess a Bachelor's Degree, and a minimum of 3 years working in an educational setting with Native Americans. Master's Degree preferred.

SKILLS AND ABILITIES

- Excellent verbal and written communication skills required.
- Must have proficient knowledge of Waganakising Odawak traditions and culture.
- Must have experience supervising employees in cross-functional teams.
- Ability to build a positive team spirit and motivate employees.
- Must be accurate and thorough.
- Must have experience implementing or administering programs.
- Must have experience managing grants and budgets.
- Ability to work with education institutions or other agencies.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.

