

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



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| <b>Job Title:</b>    | <b>Anishinaabemowin Department Assistant</b>     |
| <b>Department</b>    | Gijigowi Anishinaabemowin Language Department    |
| <b>Reports to:</b>   | Language Department Director                     |
| <b>Salary Range:</b> | \$15.13 - \$20.47 per hour (\$31,475 - \$42,584) |
| <b>Status:</b>       | Non-Exempt                                       |
| <b>Level:</b>        | 4  |
| <b>Opens:</b>        | <b>April 26, 2019</b>                            |
| <b>Closes:</b>       | <b>May 17, 2019</b>                              |

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### **SUMMARY:**

The Anishinaabemowin Department Assistant will contribute to the development and delivery of quality language preservation and revitalization services. The Anishinaabemowin Department Assistant will work closely with the community and staff to accomplish the goals and objectives of the Gijigowi Language Department in efforts to revitalize the Odawa language.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide clerical support and administrative assistant duties for Department and staff.
- Document and log data for evaluation and reporting requirements.
- Create and maintain physical and electronic records management systems.
- Provide office assistance to language students and community members.
- Assist with production, reproduction, promotion and distribution of materials including online resources, edTech tools, and digital learning materials.
- Assist with performing presentations, workshops, or teaching participants ranging from preschool, children, teen, adults, elders and families within formal or community settings.
- Assist with audio and video editing, transcriptions and translations.
- Assist with designing curricular materials and creating teaching, learning and classroom resources.
- Collaborate with Department staff in planning, development and implementation of community classes, activities and events.
- Utilize technology to research, document and preserve Odawa language.
- Create and promote a supportive and nurturing learning environment for students.
- Appropriately incorporate Anishinaabe culture within program activities.
- Ability to be flexible, to work well as part of a team and independently, willingness to be guided, mentored and trained, attend workshops or conferences as required.

- Maintain cooperative relationships with LTBB departments and enterprises, outside organizations, and other language programs.
- Ability to work flexible schedule to accommodate evening classes and weekend events.
- Other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Minimum of two (2) years of Anishinaabemowin training/classes required. College courses, Associate's Degree preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Individual should possess a working knowledge of Anishinaabemowin in speaking, understanding, reading and writing, including literacy using the double-vowel orthography. Must demonstrate a minimum ability to understand at an intermediary level and speak at a novice low level. Must possess positive and effective interpersonal and communication skills with an ability to work well with others. Must be able to establish good rapport with elders, youth and community. Must be proficient in Microsoft Office Suite and other computer software including Desktop Publishing and internet media. Must possess excellent organizational skills with the ability to prioritize and function in a multi-tasked environment.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess valid driver's license and be insurable for the duration of employment. Must have reliable transportation at all times.

**COMMENTS:**

Indian preference will apply. Position is contingent upon completing and passing a background check.