

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title:	Project Coordinator
Department	Gijigowi Anishinaabemowin Language Department
Reports to:	Project Manager
Salary Range:	\$18.15 to \$25.41 per hour (\$37,759 to \$52,863)
Status:	Non-Exempt
Level:	B23
Terms:	Three (3) Year Full time position contingent upon funding award by Administration for Native Americans.
Opens:	August 02, 2019
Closes:	August 23, 2019

SUMMARY:

The Project Coordinator will contribute to the planning, development, implementation and evaluation of online Anishinaabemowin language courses for delivery to LTBB community members and high school youth. The Project Coordinator will work closely with the tribal community and project team including department staff and project technicians to accomplish the goals and objectives of the Administration for Native Americans (ANA) 3-year project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contribute to the design and development of second-language curricular framework and project workplan.
- Develop course curriculum, placement tests, assessment and evaluation tools to reflect best practice strategies of online community and high school educational models.
- Contribute to research, planning, development, production and distribution of instructional materials and curricular resources.
- Work directly with Tribal Elders, youth, families and community members and provide community with project articles and updates.
- Coordinate project implementation, manage multiple activities simultaneously, prioritize activities and meet project timelines.
- Review, proof, test and evaluate multimedia curriculum materials, audio and video recordings and online course performance.
- Create project database for documentation and tracking of project data.
- Document, review and analyze data for evaluation and reporting requirements.
- Recruit and register students and measure student language proficiency.
- Plan, coordinate and implement community activities, meetings and events.

- Maintain cooperative relationships with LTBB departments and enterprises, project partners, outside organizations, and other language programs.
- Perform workshops and public speaking presentations within communities and in formal professional settings.
- Appropriately incorporate Anishinaabe culture within all program objectives.
- Ability to be flexible, to work well as part of a team, and independently.
- Ability to work flexible schedule to accommodate evening and weekend activities and attend workshops and conferences as required.
- Other related duties as assigned.

EDUCATION AND EXPERIENCE:

Demonstrated ability in Anishinaabemowin with living knowledge of the Anishinaabe Culture. Five (5) years of experience in Education/Anishinaabe language. Minimum associates degree or equivalent training.

KNOWLEDGE, SKILLS AND ABILITIES:

Anishinaabemowin language skills; possess literacy in use of the double-vowel orthography; familiar with Anishinaabemowin in four core areas of speaking, understanding, reading and writing; have comprehensive knowledge of the principals and practices of second-language acquisition and bilingual education; knowledge of educational design, planning and development of curriculum and instructional materials; working knowledge of teaching techniques and second-language communicative teaching methods including immersion education; possess understanding, respect and value of Odawa culture; establish good rapport with elders, youth, community and project team; possess positive, outgoing interpersonal skills; willingness to be guided, mentored and trained; ability to train others; familiar with online learning venues; and possess proficient computer skills.

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 thorough background check.