

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title:	Project Technician (2)
Department	Gijigowi Anishinaabemowin Language Department
Reports to:	Project Manager
Salary Range:	\$17.07 to \$23.89 per hour (\$35,496 to \$49,694)
Status:	Non-Exempt
Level:	B22
Terms:	Three Year Anishinaabemowin Online Course Project funded by Administration for Native Americans
Opens:	August 02, 2019
Closes:	August 23, 2019

SUMMARY:

The Project Technician 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 Technician will work closely with the tribal community and project staff to accomplish the goals and objectives of the Administration for Native Americans (ANA) 3-year project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contribute as support to the design and development of second-language curricular framework, project work plan, course curriculum, placement tests, assessments and proficiency measurement tools to reflect best practice strategies of online community and high school educational models.
- Create high-quality multimedia instructional materials and resources utilizing desktop publishing applications, layout, design and online technologies, convert file formats, test and evaluate.
- Develop creative and engaging course content for e-learning including artwork, graphic design, animations, edTech tools, record and edit audio and video recordings.
- Maintain physical and electronic records management system, document data and create repository of project resources.
- Construct Learning Management System (LMS) course layout, upload, test, evaluate and modify course content.
- Review, proof, test and formally evaluate curriculum materials and online course performance.
- Perform a wide variety of specialized technical tasks, provide training and technical support to project team.
- Assist with production, reproduction, promotion and distribution of materials.
- Appropriately incorporate Anishinaabe culture within all program objectives and work directly

with Tribal Elders, youth, families and community members.

- Collaborate with project team in planning and implementation of community activities, meetings and events, and to prioritize activities and meet project timelines.
- Maintain cooperative relationships with LTBB departments and enterprises, project partners, outside organizations, and other language programs.
- 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:

Associate's Degree in media or technology field or equivalent training/experience; minimum of two (2) years combined experience in technology, materials development, education and Anishinaabemowin.

KNOWLEDGE, SKILLS AND ABILITIES:

Individual should possess Anishinaabemowin language skills and use of double-vowel orthography; advanced to intermediate computer proficiency in full Microsoft Office suite, desktop publishing applications such as Quark, In-Design, Adobe Photoshop, Illustrator, or ProCreate; proficiency in audio and video editing and educational technology apps; excellent proofing skills, high attention to detail, high quality error-free documents; possess creative and artistic attributes; flexibility to perform multiple tasks, prioritize and meet deadlines to maintain project momentum; ability to work well with others, possess excellent verbal communication, positive and effective interpersonal skills and establish good rapport with elders, youth, community and project team; show understanding, respect and value of Odawa culture; willingness to be guided, mentored and trained and possess ability to train others; experience with office technology and machines used for creation and production of material; excellent organization and time management 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.