

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Ishkakimikwe Kinoomagewinan (IK) Coordinator
Department: Niigaandiwin Education
Reports to: Education Director
Salary Range: \$44,953 to \$67,429 Annually
Status: Exempt
Level: C41
Terms: Grant funded position: **August 31st, 2026** or until funds are no longer available.
Opens: **June 21, 2022**
Closes: **July 05, 2022**

SUMMARY: Ishkakimikwe Kinoomagewinan (IK)—teachings of the earth—focuses on Place Based Education (PBE) that is designed in conjunction with LTBB’s Tribal Community. This is a grant funded project from the National Science Foundation in collaboration with tribal and university partners from the Great Lakes and Pacific Northwest for a project titled: *Collaborative Research: Intergenerational Learning, Deliberation, and Decision Making for Changing Lands and Waters*. This five-year Innovations in Development project aims to broaden participation and strengthen infrastructure and capacity for Indigenous learners to meet, adapt to, and lead change in relation to the socio-ecological challenges of the 21st century by engaging in a multi-sited community-based design experiment to develop and research the impacts of models of Indigenous informal field-based science education. The primary responsibility of this position is to provide coordination and administration for the project at the LTBB site. Specific responsibilities include, but are not limited to: Community Co-Design, ISTEAM Programming, Program Development, as well as Data Management & Collection.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Coordinate meetings:** schedule dates and times with Community Co-Design Team as well the core research team as needed; send Invitations; reserve spaces; track attendance; collaboration with project team across tribal and university partners.
- Assist in report writing for necessary Tribal Council reports and grant reports.
- **Community Co-Design:** assist in the planning and implementation of Community Co-Design; interact and collaborate with community members; create outreach materials to publicize co-design meetings and recruit participants; conduct interviews with community members; collect and manage consent forms.
- **ISTEAM Programming:** Assist in the planning and implementation of ISTEAM programming; create outreach materials to publicize programming; conduct interviews with community members; collect and manage registrations and consent forms; order necessary supplies.

- **Data Management & Collection:** Manage equipment (cameras, recorders, etc.); collect audio and video data during co-design meetings, and program implementation; supervise others in data collection; administer surveys; collect and organize data; organize, catalog, and back up files.
- Develop and maintain strategic relationships with internal and external partners to coordinate the support, development, and implementation of Indigenous, place-based education.
- Research current issues, trends, effective instructional strategies, and research-based “best practices” in Indigenous education, Western education, and environmental/nature-based/land-based/place-based education.
- Implement additional program activities and events.
- Administer & process payments to participants; collect paperwork; track payments, & mail/deliver payments as needed; make additional purchases as necessary.
- Assist in the development of vision, mission, goals and objectives of Education Department.
- Support all relevant Bureau of Indian Affairs program goals and objectives
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor’s degree and five (5) years’ experience in educational field or another related field required. Three (3) experience providing services in a K-12 educational setting for Native American students required. Three (3) years’ experience in formal or informal place-based education required. Two (2) years’ experience with cultural programming is required. Three (3) years’ of working with youth populations required. Candidate must have experience working in a team setting; report writing, business, and/or technical responsibilities as well as administrative responsibilities. Experience in database management preferred. Experience in tribal government operation and school settings preferred.

COMPETENCIES

The candidate must possess excellent oral and written communication skills and demonstrate the ability to collect, read, analyze and interpret data. Must have excellent skills in effective and professional communication as well as relationship building. The candidate must be able to write reports, develop outreach materials, and effectively present information to group settings. Must be able to multi-task and meet deadlines. Must be able to work with LTBB Departments, External Partners, and community members to create and implement programming that is rooted in culturally-based ways of teaching and learning. Must have knowledge of Next Generation Science Standards, Grade Level Content Expectations, Common Core State Standards and Western practices of teaching and learning. Must have some demonstrated knowledge and awareness of the history of Indigenous education in the U.S. or Canada; Indigenous traditions, knowledge, and worldviews; Indigenous identity as related to land and place; Indigenous community and family-centered approaches; and positive development in Indigenous youth.

COMPUTER SKILLS

Must have above average digital literacy/computer knowledge, including audio and video editing programs and be able to organize data physically and digitally. High level of competency with Microsoft Office and Google Suites is required. Experience in Video Production, Audio Production, Film/Cinema Studies, New Media, Communications, Broadcasting, Journalism, or related field is recommended. Desktop publishing, website development tools and technology based instructional programs is recommended.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver’s license, reliable transportation, and be insurable for duration of employment.

COMMENTS

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