

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title:	Media Technician
Department:	Gijigowi Anishinaabemowin Language Department
Reports to:	Project Director
Salary Range:	\$17.07 to \$23.89 per hour (\$35,506 to \$49,691)
Status:	Non-Exempt
Level:	B22
Terms:	Full Time Position
Opens:	June 10, 2022
Closes:	June 24, 2022

SUMMARY:

The Media Technician will contribute to the development and implementation of teaching and learning resources and materials. The Media Technician will work closely with the tribal community and department staff to support the goals and objectives of the Gijigowi Anishinaabemowin Language Department and the Administration for Native Americans (ANA) Aankwadong project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 learning including artwork, graphic design, animations, edTech tools, record and edit audio and video recordings.
- Maintain physical and electronic records management system, document data as required and create repository of resources.
- Assist with Learning Management System (LMS) course development, 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 department 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 department team in planning and implementation of community activities, meetings and events, prioritize activities and meet timelines.
- Maintain cooperative relationships with LTBB departments and enterprises, project partners, outside organizations, and other language programs.

- Ability to take initiative, and to work independently and as a team member.
- Ability to work flexible schedule to accommodate occasional 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 intermediate to advanced 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; Anishinaabemowin language skills and use of double-vowel orthography 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; ability to work well with others, possess excellent verbal communication, positive and effective interpersonal skills and establish good rapport with elders, youth, community and department 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.