

**MIAMI NATION
IN-HOUSE JOB ANNOUNCEMENT**

POSITION TITLE: CRO CULTURAL EDUCATION COORDINATOR
CLASSIFICATION: NON-EXEMPT
STATUS: FULL TIME

DATES OF POSTING PERIOD: SEPTEMBER 12, 2017 – SEPTEMBER 29, 2017

JOB SUMMARY: This position is under the supervision of the Cultural Resources Officer. The primary work of the CRO Cultural Education Coordinator will be creation of Myaamia history, culture and language programs for the Myaamia community and will work directly with the Education Director at the Myaamia Center (MC), as well as the Community Language Programs Coordinator, in the creation and delivery of cultural education tools, events and outreach products.

. MAJOR JOB FUNCTIONS:

- Assessment of all education tools, projects and programs toward the creation of a report informing Leadership, CRO and the MC of the state of our education services to date. The CEC will work with the CRO to select an Education Advisory Committee (EAC - made up of highly qualified cultural education specialists, both Tribal and select from without) which will serve to assist in the assessment, and forthcoming, planning processes.
- Development of an education plan that will include educational opportunities for citizens of all ages. The EAC will be directly involved in this process and the plans, whether in part or whole, shall be submitted to Leadership for their comment, understanding and approval
- Creation of a needs assessment for education programming which will be supplied to the grant writer and updated as necessary
- Creation and hosting of a regular monthly cultural education event for the community
- Creation and hosting of a regular monthly heritage education event for Tribal staff
- Hosting of other cultural education events as directed by the CRO
- Oversight and direction of the Community Language Programming Coordinator and all language program assistants
- Will do extensive research at the direction of the CRO. This will begin with a full assessment of the Jesuit Relations documents and the Draper Papers. A google doc/sheet will be created to build a shareable database of the Myaamia specific information gleaned from these and other research projects and will be provided to Tribal historian
- GIS/GPS skills will be used to assist the THPO in the creation of the ongoing cultural mapping project
- Planning, oversight and general direction of all Saakaciweeta and Eewansaapita programs - working to assist the camp directors in fulfilling the objectives of the camps. Includes pre-planning, creation and delivery of camp announcements, tracking enrollment, keeping camp participant records and ensuring rules and regulations are followed. Includes assessment of each camp and, with the EAC, creating a post-camp report to be provided to the CRO and Leadership
- Will be required to work beyond normal working hours during monthly and annual Tribal community events

September 13, 2017

OTHER JOB FUNCTIONS

- Writing articles for the quarterly Tribal newspaper
- Assist the CRO with NAGPRA databases
- Assist with CRO grant funded activities
- Travel pertaining to the position or as directed by the CRO
- Other duties as assigned

SKILLS

- Ability to work as a team member
- Excellent interpersonal skills, outgoing, friendly, confident
- Organized and capable to being timely per scheduled activity

MINIMUM QUALIFICATION

- Degree in a field relating to Cultural Resources management, Native American Studies, Linguistics or Education
- Computer literate
- Must possess high integrity regarding confidential and sensitive information
- Must have the ability to travel as needed
- Must possess the ability to effectively communicate, with excellent verbal and written skills
- Must be able to speak comfortably before large audiences
- Ability to maintain a professional image and atmosphere
- Must have the ability to work unsupervised while meeting deadlines
- Must have a valid driver's license and be insurable
- Background investigation with favorable findings
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

DISCLAIMER: The above describes the general nature and level of work being performed by employees assigned to this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so assigned.

As an employee of the Miami Nation, I will perform the requirements of this position to the best of my ability for the overall good of the Tribe.

Signature

Date

September 13, 2017