



## **AROOSTOOK BAND OF MICMACS POSITION DESCRIPTION**

**TITLE:** Cultural Engagement Mentor

**Tentative schedule range:** Monday through Saturday between 8am to 10pm depending on the needs of the program.

**IMMEDIATE SUPERVISOR:** Unit Director/Youth Department Director

**Pay range:** \$18.00- \$20.00 per hour

**Status:** Full-Time Regular (Grant contingent)

**SUMMARY OF POSITION:** Raise the level of knowledge of traditional Micmac culture for our youth, families and community. Cultural awareness of Tribal people, programs, functions and activities is an important part building strength and resiliency within a Tribal community. This position will engage Education and Boys & Girls Club programs to include culture, basic language skills, music, spiritual beliefs and practices in all youth, family and community programming.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High School Diploma or GED. Some College preferred. Ability to demonstrate an understanding of the Micmac culture. Extensive knowledge of Micmac language, culture and community background. A minimum of 1 year experience working with you in group situations is preferred.

**LICENSES OR CERTIFICATIONS:** Valid driver's license is mandatory

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** **The Cultural Engagement Mentor must be a self-starter requiring minimal supervision.** Must have the ability to engage with people of all ages in a variety of settings with teaching culture and basic language skills. Strong organizational skills. Computer literacy in word processing, desktop publishing, virtual programming and other software applications. Must have strong writing ability

**WORKING CONDITIONS:** Regular office environment. Will be required to travel throughout Aroostook County.

### **FUNCTIONS/TASKS:**

1. Engages programs with teaching cultural activities and basic languages.
2. Regularly provides program updates and information regarding culturally-relevant programs, functions, services, and activities through many forms of media such as the newsletter, tribal website, and Facebook in an effort to maximize tribal community education and awareness.
3. Plan, coordinate, implement, and evaluate culturally-relevant Tribal Community events/ activities.
4. Design cultural education and awareness program for youth, families and community
5. Develop curriculum after-school program

6. Attends all ABM mandatory meetings and other meetings as assigned by the supervisor.
7. Other duties assigned by the Unit Director

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are contingent on: funding availability; meeting all requirements herein; needs of the Tribe; the employee's being in good standing (including lack of disciplinary actions); and employee's meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

**THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REMAIN AN "AT WILL" EMPLOYER.**

**PREFERENCE WILL BE GIVEN TO NATIVE AMERICANS APPLICANTS**

**The Closing date for the Cultural Engagement Mentor is May 6, 2021.** If you are interested in applying for this position. **You must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a resume.** Applications can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

**Please send the completed Job Application to the following address or email:**

**Cheryl Smart**  
**Attn: Human Resource Assistant**  
**Aroostook Band of Micmacs**  
**7 Northern Road Presque Isle, Me. 04769**  
**[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)**

Notice: Preference is given to Indian applicants. The Aroostook Band of Micmacs is an equal opportunity employer