



## MI'KMAQ NATION POSITION DESCRIPTION

**TITLE:** Cultural Coordinator

**CLASSIFICATION:** Full-Time/40 Hours

**IMMEDIATE SUPERVISOR:** Tribal Historic Preservation Officer

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITION:** Raise the level of Tribal unity and community interaction while increasing the degree of awareness of Tribal programs, functions, and activities. This position assists in the program design to engender community pride and betterment while fostering community participation in tribal activities, thus affording a Micmac commonwealth for discerning needs and concerns. The Culture Coordinator will serve as the advisor on matters dealing with cultural preservation.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High School Diploma or GED.

**LICENSES OR CERTIFICATIONS:** Valid Maine state driver's license.

**EXPERIENCE:** Extensive knowledge of Micmac language, culture, and community background.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Working knowledge of Federal rules and regulations applicable to program and funding source. Excellent oral and written communication skills in English as well as the Micmac language. Strong organizational skills. Computer literacy in word processing, desktop publishing, and other software applications.

**WORKING CONDITIONS:** Regular office environment. Will be required to travel throughout Aroostook County, State of Maine, and out-of-state for required meetings and training.

### **FUNCTIONS/TASKS:**

1. Provide information to the Micmac newsletter that will promote community awareness.
2. Develop an annual Tribal community calendar.
3. Coordinate all Tribal Community activities.
4. Develop special tribal activities.
5. Recommend types of facilities and locations for spiritual gatherings and functions.
6. Provide tours to guests of Mi'kmaq Nation
7. Prepare and submit reports to the Director of Child and Family Services relative to recommendations pertaining to community needs and concerns.
8. Develop archives for un-researched history and cultural heritage.

9. Design cultural awareness program.
10. Develop curriculum for in-school and after school program
11. Provide Cultural Awareness training for outside agencies; i.e., state agencies, schools.
12. Seek expertise for traditional and nontraditional gatherings as well as resources necessary for oral histories/storytelling.
13. Develop Micmac language program.
14. Seek funding for community and cultural activities.
15. Other duties assigned by C&F Director.

### EVALUATION

Feedback will be practiced on an ongoing basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

**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 based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), 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 the health and safety of themselves or others.

**The Closing date for this position is MAY 4, 2022.** 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 cover letter and a resume, 3 professional references from current or past employers (within 3 years).** A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS and State of Maine background check. The successful candidate must also submit to an FBI fingerprint background check.

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

Attn: Human Resource Assistant  
Cheryl Smart  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.***