



## MI'KMAQ NATION JOB ANNOUNCEMENT

**TITLE:** OJP PROGRAM AIDE

**CLASSIFICATION:** Part-Time Position non-exempt

**PAY RANGE:** 16.00 - 18.00 per hour

**IMMEDIATE SUPERVISOR:** Education Director

**SUMMARY:** This person will be responsible for the day-to-day interactions with project participants. They will be expected to facilitate activities and engage in healthy and fun ways to ensure the physical safety and emotional health of at-risk youth. This person will make sure all data tracking tools are filled out daily and processed properly. They will be expected to participate in community events when needed and demonstrate the ability to represent Mi'kmaq Nation and The Boys and Girls Clubs of Border Towns within the community professionally and positively.

**MINIMUM QUALIFICATIONS:** A minimum of a high school diploma or GED equivalent. Must be at least 18 years of age with a minimum of 2 years of experience organizing and facilitating activities for youth. A valid driver's license is necessary for this position. Ability to demonstrate a high level of communication skills in diverse environments.

**RESPONSIBILITIES:** \*Implement and facilitate Delinquency Prevention Program activities for at-risk youth. \*Create fun and engaging ideas to encourage youth to participate in the program. \*Utilize the resources available to engage children in a fun and interesting ways. \*Ensure that programs/activities address the member's needs in their gender and cultural diversity. \*Complete data collection and other documentation while processing it according to the protocol daily. \*Attend outreach functions to build relationships with the community, families, and youth.

**The closing date for this position is APRIL 3, 2024 Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to [www.micmac-nsn.gov](http://www.micmac-nsn.gov) to find the job description and job application, or call Beth Diamond at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.**

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

**Beth Diamond  
Attn: Human Resource Assistant/ Office Manager  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)**

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.***