



MI'KMAQ NATION JOB ANNOUNCEMENT

TITLE/POSITION: MENTORING COORDINATOR

CLASSIFICATION: Part-Time

SUPERVISOR: Youth/Unit Director

SALARY: \$16.00 - \$18.00 Contingent upon Grant Funding

GENERAL FUNCTION: This position is primarily responsible for pairing mentors and mentees who meet once per week for a one-on-one mentoring session and group mentoring sessions. This position is also responsible for collecting and keeping track of any data related to the mentoring program. More information about the Club's mentoring program will be available at the interview.

QUALIFICATIONS: A high school diploma or GED. Applicants must be at least 18 years of age with two years of significant experience working with youth. Applicants must have excellent communication skills, along with the necessary skills to work with groups of youth made up of different ages and skill levels. Emotional and mental maturity is mandatory, along with training or skills in problem-solving. Ability, desire, and basic skills to work with youth are mandatory. A clean driver's license is necessary. If an applicant does not possess a driver's license, then they have to take the steps to ensure its successful completion within one year of service. The successful applicant must pass a criminal history and Department of Health and Human Services background check.

The closing date for this position is May 1, 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 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
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
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.