



**MI'KMAQ NATION**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Tribal Cultural Tourism Fellow

**CLASSIFICATION:** Part-Time/ Temporary

**IMMEDIATE SUPERVISOR:** Tribal Historic Preservation Officer

**SALARY RANGE:** \$15-\$16 per hour

**NOTE:** The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. This 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:** Seeking a passionate and dedicated individual to join the Four Directions Development Corporation and other stakeholders team as a Cultural Tourism Fellow focusing on the Wabanaki Cultural Tourism Initiative. The Cultural Tourism Fellow will be given an opportunity to contribute to the growth and development of tourism assets, engage in community outreach, and facilitate effective communication between tribal council, tribal leadership, and community members.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High school diploma or GED

**LICENSES OR CERTIFICATIONS:** Valid driver's license and reliable transportation is required

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:**

- Strong connection to the Wabanaki Nations communities in Maine, with a deep understanding and appreciation of their cultural heritage, values, and traditions.
- Excellent communication and interpersonal skills to engage with diverse groups of people, including tribal members, tourists, and stakeholders.
- Ability to work independently and collaboratively with a team to achieve shared goals and objectives.
- Familiarity with tourism development principles and community engagement strategies is an advantage.
- Commitment to cultural sensitivity, confidentiality, and respectful representation of tribal communities.
- Attend WCTI Team quarterly meetings, a daylong Wabanaki Cultural Tourism Summit, The Governor's Conference on Tourism.
- Complete the online course from George Washington School of Business' Professional Certificate in Cultural Heritage Tourism.
- Attend tribal council meetings, as needed, to update tribal leadership as to the progress of the Wabanaki Cultural Tourism Initiative.

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

**FUNCTIONS/TASKS** include the following (other duties may be assigned): **Tourism Asset Development:** Collaborate with tribal leadership and community members to identify and develop tourism initiatives that showcase the Wabanaki Nations' unique cultural heritage, traditions, and natural resources. Assist in creating sustainable and culturally sensitive tourism opportunities to promote economic growth within the community.

**Community Outreach:** Engage with tribal members, local residents, and stakeholders to foster positive relationships and

ensure that community voices are heard and incorporated into decision-making processes. Participate in community events, workshops, and meetings to gather feedback, address concerns, and promote cultural awareness.

Tribal Council and Leadership Updates: Facilitate effective communication between tribal council, tribal leadership, and community members. Keep the community informed about the decisions, policies, and initiatives undertaken by the tribal leadership. Assist in disseminating information through various communication channels, including social media, newsletters, and community gatherings.

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 stated in your application, a cover letter and a resume, *and* 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, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: July 23, 2024**

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

Attn: Human Resource

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 under Public Law 93-638 and is an Equal Opportunity and Service Provider.**