



## MI'KMAQ NATION

### JOB DESCRIPTION

**TITLE:** Cultural Knowledge Keeper

**CLASSIFICATION:** Full-time

**IMMEDIATE SUPERVISOR:** Tribal Historic Preservation Officer (THPO)

**SALARY RANGE:** \$ 18.00-22.00 per hour

**SUMMARY OF POSITION:** Raise the level of Tribal unity and community interaction while increasing cultural awareness of Tribal people, programs, and functions. This position will engage tribal programs to include culture and basic language skills in programming.

**EDUCATION:** Applicants must have a minimum of an Associate degree in a related degree field such as early childhood education, elementary or secondary education, social work *and/or* equivalent experience of two years or more working with all ages in a structured setting.

***Applicants must be fluent in the Mi'kmaq language.*** Knowledge and/or experience working with Native American Culture is necessary. Emotional and mental maturity is mandatory along with training or skills in problem solving. A clean driver's license is necessary.

**SKILLS:** ***Applicants must be fluent in the Mi'kmaq language.*** Knowledge and/or experience working with Native American Culture is necessary. Emotional and mental maturity is mandatory along with training or skills in problem solving.

#### **FUNCTIONS AND TASKS:**

- ❖ Sharing Mi'kmaq Language resources with local community and staff
- ❖ Work to develop or utilize an established Mi'kmaq language curriculum and then use the curriculum for regular language classes (community groups and individuals, Elders, Youth, Little Feathers, Head Start, and department staff).
- ❖ Facilitate and assist THPO with Elder and Youth cultural activities (Basket making, regalia creation, cooking traditional meals, pottery, and drumming.)
- ❖ Leads by example and directions, expressing importance of: a) core values, respect, responsibility, caring and honesty, b) student safety, and c) enthusiastic fulfillment of program objectives.
- ❖ Integrate Mi'kmaq Culture and Tradition in project aspects.
- ❖ Complete weekly program participation log for assessing program metrics, community reach and grant reporting.
- ❖ Perform other duties as assigned by the Tribal Historic Preservation Officer

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibility 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 of significant to health and safety of themselves or others.

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 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 to you. 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: DECEMBER 23, 2025**

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

Attn: Human Resources

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.**