

## MI'KMAQ NATION

### JOB DESCRIPTION

**TITLE:** Cultural Knowledge Keeper

**CLASSIFICATION:** Full-time

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

**SALARY RANGE:** \$ 23.00-28.00 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 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.

**LICENSES/ CERTIFICATES:** A clean driver's license

**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 HeadStart, 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.

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, 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: February 6<sup>th</sup>, 2026**

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.**