

## MI'KMAQ NATION Job Announcement

**JOB TITLE:** Library Media Specialist

**CLASSIFICATION:** Part-Time Hourly/Non-Exempt

**IMMEDIATE SUPERVISOR:** Education Director

**SALARY RANGE:** \$20.00-\$22.00/Hour

**SUMMARY OF POSITION:** The Library Media Specialist partners with the Education Director to carry out the Mi'kmaq Nation Community Library's mission. The position coordinates the Institute of Museum and Library Services' basic and enhancement grants by overseeing a functional community library, managing the Library Management System, supervising program staff, and completing related administrative duties, with emphasis on Native American cultures and traditions.

**EDUCATION & EXPERIENCE:** High school diploma, GED, or equivalent required. Experience in libraries, educational programming, databases, media, or staff management preferred.

**LICENSES / CERTIFICATIONS:** CPR and First Aid certification within 3 months (training provided).

**SKILLS / KNOWLEDGE / ABILITIES:** Knowledge or experience with Native American culture is strongly recommended. Strong written and oral communication skills and the ability to work with all ages and skill levels are essential. Must demonstrate strong organizational skills, the ability to prioritize, follow instructions, meet deadlines, focus with distractions, and understand program goals, policies, and procedures. Ability to use and teach others to use library resources and electronic devices is required.

**WORKING CONDITIONS:** Work occurs primarily in office and community buildings and requires sitting, standing, walking, bending, reaching, typing, writing, speaking, dialing, and lifting up to 50 pounds. Reasonable accommodations may be made.

**FUNCTIONS / TASKS:** Serve as part of the Education Department team and assist the Education Director with managerial and program duties, including enrollment and participation. Implement and manage the Library Management System; act as a culturally responsive liaison between community agencies and the Tribal community; and assist community members with academic, vocational, and interpersonal success using physical and electronic library resources. Work with staff, caregivers, Tribal departments, and community supports to meet individual program needs and connect members with Tribal resources. Coordinate library staff schedules and hours, maintain confidentiality, follow health and safety procedures, support departmental operations, arrive punctually, and demonstrate professionalism, dependability, and integrity.

### APPLICATION REQUIREMENTS

Submit a completed Mi'kmaq Nation job application with a cover letter, resume, copies of certificates/licenses/degrees, and three (3) professional references from the past three years. Applications and the full Job Description are available at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under "Job Opportunities" or by request. All employment offers are contingent upon successful State of Maine DHHS and/or FBI fingerprint background checks.

**Closing Date:** January 20<sup>th</sup>, 2026

Submit Applications to: Attn: Beth Diamond, Mi'kmaq Nation, 7 Northern Road, Presque Isle, ME 04769, or email [bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov).

**The Mi'kmaq Nation practices Native Preference under Public Law 93-638 and is an Equal Opportunity Employer and Service Provider.**