

POSITION DESCRIPTION

POSITION: CULTURAL OUTREACH WORKER **STATUS:** Non-Exempt
DEPARTMENT: Cultural Department **GRADE:** DOE
REPORTS TO: Cultural Department Director

POSITION SUMMARY:

Under the direction of the Cultural Department Director, the Cultural Outreach Worker is responsible for community outreach, event hosting/scheduling, and educational implementation for the Bay Mills Indian Community's Cultural Department. This position will work collaboratively with various agencies, organizations, educational institutions, etc. to provide such services as described below.

ESSENTIAL FUNCTIONS:

1. The Cultural Outreach Worker must work closely with the Cultural Department Director and Tribal leadership to promote and provide ongoing cultural education, events, and teachings to the community.
2. Responsible for creating and implementing comprehensive cultural programs for the dissemination and promotion of the Cultural Center.
3. Promote, educate, and implement cultural language programming of anishinaabemowin throughout Bay Mills Indian Community with regular workplace integration.
4. Coordinate community education activities including speaking engagements, public tours of facilities, community feasts, talking circles, storytelling, etc.
5. Assists Cultural Department Director with the overall responsibility and/or assists other departments in hosting various cultural events held within the community, including but not limited to, purchasing of supplies, notifications, advertisement, set-up, and overall coordination of the event.
6. This position will work closely with internal BMIC departments, external organizations (including but not limited to, Bay Mills Community College, Lake Superior State University, Ojibwe Charter School, Brimley Area Schools, US Forest Service, Bay Mills/Superior Township) to collaborate in providing culturally relevant events and workshops.
7. Recommends new approaches, policies, and procedures to effect continual improvements for incorporating our traditional and cultural practices within the BMIC organization as a whole.
8. Acts as a representative of BMIC for cultural services and trainings for other agencies and governments including other tribes, schools, and other organizations. This will involve public speaking.
9. This position must be familiar with the Bay Mills Personnel Policies and Procedures handbook to help assure it is fairly and consistently applied.
10. Must help to create and monitor the departmental budget, with the ability to forecast budgetary needs.

11. In conjunction with the Cultural Director, the Cultural Outreach Worker must meet with the Tribal leadership on a regular basis for reporting the financial and administrative conditions of the various operations in a clear, concise, and accurate format.
12. Assists the Cultural Department Director in establishing clear goals and long-term planning for the department.
13. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit and stand. Occasionally the employee is required to walk, bend, lift, and/or move up to 25 pounds. The position requires working under both indoor and outdoor weather conditions.

POSITION REQUIREMENTS:

1. Minimum of a High School Diploma, with a Bachelor's degree preferred.
2. Minimum of 5 years of relevant work experience involving planning, budgeting, procurement, etc.
3. Must have a strong financial background, with the ability to develop and implement budgets and other financial reports or information.
4. Must have the ability to plan, coordinate, and direct staff engaged in various professional, technical, and administrative functions of the Cultural Department.
5. Thorough knowledge of Ojibwe customs, language, cultural teachings, traditional healing practices, local history, lineage, and community members is required.
6. Excellent typing and computer skills; knowledge of Word Perfect, Word, and Excel required.
7. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
8. Must have excellent communication and interpersonal skills, both oral and written. Must have experience in public speaking and comfortable with doing such.
9. Must present a well-groomed, professional appearance and speak, understand, and write in the English language.
10. Must have an excellent past work history, as demonstrated through references and background checks.
11. Must have a valid Michigan Driver's License and be insurable to drive without restrictions required.
12. Must have a flexible schedule and be able to travel when needed.
13. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: October 5, 2022 @ 4:30 PM

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523

amcarrick@baymills.org

Subject: Cultural Outreach Worker

**Applications can be found on the Bay Mills website at
www.baymills.org under the employment section**