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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913*



**JOB DESCRIPTION**

**JOB POSTED: NOVEMBER 12<sup>th</sup>, 2021    POSTED: NOVEMBER 26<sup>th</sup>, 2021**

**POSITION:**                                    **Cultural/Language Revitalization Coordinator**

**DEPARTMENT:**                               **THPO**

**LOCATION:**                                    **Lac Vieux Desert Reservation**

**EMPLOYMENT:**                              **Full Time**

**SALARY/PAY RATE:**                       **\$15.00 - \$20 per hour DOE**

**DESCRIPTION:**

Under the direction of the THPO Director, the Cultural/Language Revitalization (CLR) Coordinator is responsible for the planning, organizing, budgeting for, purchasing for, promotion of, and coordination of all Cultural and Language activities and programs provided by the THPO.

**RESPONSIBILITIES:**

- Carry out plans set forth in the LVD CLR Plan.
- Create a yearlong calendar of Cultural and Language Revitalization activities and programs, while coordinating all aspects of securing instructors, activity locations, and supplies necessary to fulfill the goals set forth in the approved LVD CLR Plan.
- Maintain archival records of all Cultural and Language Revitalization activities and programs for the use of future generations.
- Create Requests for Proposal (RFP's) for each CLR activity or program for approval, based on goals set forth in the approved LVD CLR Plan.
- Create itemized budgets for approval of each CLR activity planned for the year, allowing for the approval of an overall CLR program budget.

- Submit monthly reports to the THPO Director on CLR activities and programs.
- Prepare activity locations, attend, and participate in CLR activities, and protect the Tribe's assets and property during and after CLR activities and programs. Must be willing to work with individuals, small and large groups.
- Work with other Tribal Departments, Elders, and outside entities, as necessary.
- Ensure that CLR activities are promoted and communicated in a consistent, timely and organized manner.
- Compile Tribal research, stories, recipes, and other documentation that will enhance and improve the CLR program.
- Must demonstrate a positive attitude, good work ethic, and a community minded approach to responsibilities.
- Must maintain personal integrity and confidentiality of financial and personnel information and records.
- Initially, serve as an apprentice of traditional cultural practices, becoming an instructor of traditional cultural practices, through experience, participation, and documentation of CLR program activities.

#### **MINIMUM QUALIFICATIONS:**

- Ability to write and speak professionally.
- Must have exceptional organization skills.
- Must have experience in the following computer software: MS Word, MS Excel, PowerPoint, MS Outlook, and the internet. Must also possess knowledge of digital cameras, scanners, and Adobe Acrobat documents.
- Must have knowledge of the Lac Vieux Desert Ojibwe people and their spiritual, traditional, historical, and ancestral ties of the community, while also agreeing not to publish or otherwise distribute culturally sensitive information to the public without proper consent.
- Must be willing to work outdoors, in woody, undesirable settings, when necessary. Must be willing to lift 50 pounds.
- Knowledge and understanding of departmental missions, organizational goals, and objectives of the Tribe's intent for Cultural and Language Revitalization.
- The applicant must be insurable under the tribes' insurance as well and must pass a background check and a pre-employment drug test.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*