



## **LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT**

**POSITION: Language Coordinator – Tribal Historic Preservation  
Department – Full Time**

**Pay Grade:** E4 **Status:** Exempt Salary/Bi-weekly Pay

**Hiring Range :** \$46,714.00 - \$60,526.00- **Commensurate with Verified Qualifications**

**Background Check:** Extensive

**Indian Preference applies in accordance with Ordinance #15-600-02**

**SUMMARY** The Language Coordinator will promote the survival and continued vitality of the Anishinaabe Language cultivating engagement and interest in learning the Anishinaabe language, this includes the use of social media, technology, apps and traditional outreach. The Language Coordinator will be responsible for working with the THPO and/or other Anishinabek Tribes to acquire and/or develop language learning apps.

### **EMPLOYMENT QUALIFICATIONS:**

- Associate's degree, or a work experience of five (5) or more years as a language or cultural instructor; and
- Intermediate Anishinaabe speaker and ten (10) years continuous learning or is mother language; and
- An advanced knowledge level that would be acquired through ten (10) or more years of experience in Anishinaabe language, culture, and traditions); and
- 3 years or more teaching experience in language or culture; and
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment. The candidates' technical skills will be tested during the interview process; and
- Ability to perform public speaking roles, including ability to make videos and other social media content; and
- A valid Michigan Operator's License with ability to be insured under Tribe's policy.

### **DUTIES AND RESPONSIBILITIES:**

1. Promote the survival and continued vitality of the Anishinaabe Language.
2. Development of tribal policy and procedures related to all aspects of native language preservation.
3. Development, implementation and management of native language preservation program and curriculum for the entire Tribal Service area and all age ranges.
4. Ensure the seven (7) preservation plan strategies are completed and maintained:
  - a. Create and maintain language instruction.
  - b. Produce and/or maintain a LRBOI (or licensed) language app.
  - c. Engage tribal members through social media
  - d. Develop and maintain an Internet website offering interactive language instruction.
  - e. Organize and conduct an annual language camp.
  - f. Provide weekly language social media outreach to Tribal members.

- g. Provide monthly language classes to the Tribal/Enterprise employees.
- 5. Assist tribal members in accessing services provided by this department.
- 6. Development and research Grants for program.
- 7. Maintains confidentiality in all aspects of work and complies with all applicable Tribal, federal, or state laws and procedures.
- 8. Represent the tribe's position if requested by the Ogema, Service Leads or Tribal Council to promote the best interests of the tribe and to resolve concerns when necessary.
- 9. Occasional overnight travel for meetings, training, etc.
- 10. Maintain good working relationships with tribal and community resource agencies.
- 11. All other position related duties as assigned by supervisor.

**PROGRAM MANAGEMENT DUTIES:**

None

**PHYSICAL REQUIREMENTS:** Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

**WORKING ENVIRONMENT:** Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to the needs of the court. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

**APPLICATION INSTRUCTIONS:**

Visit the LRBOI website to complete and submit an application, cover letter, resume, and copy of Tribal ID Front/back (if applicable) as well as any supporting documentation such as educational transcripts or certifications (website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov)).

**All applications and supporting documents are required to be submitted electronically.**

**For the complete job description or further information, please contact the LRBOI HR Department at:**

**LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
Phone: 231.723.8288**

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.**

**Posted – 08/08/2025**

**Remove: Until Filled**