



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Director Next Generation Learning Center (1 - Full Time - Regular)**

**Summary:** This position is responsible for operation and administration of the Next Generation Learning Center developing, planning, implementing, organization, supervision, development coordination, and evaluation of the Next Generation Learning Center.

**Employment Qualifications:** A qualified candidate offers:

- Bachelor's degree in child education or equivalent degree or equivalent experience; and
- Ten (10) years' leadership experience; and
- Two (2) years' experience in writing and managing multiple grants; and
- Two (2) years' experience creating and managing budgets; and
- Must have current CPR & 1st aide or willing to obtain; and
- Valid Driver's License with the ability to be insured under the company's insurance policy; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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 successful completion of the ninety (90) day introductory period.

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

**Pay Grade:** E6      **Hiring Range:** \$57,123 - \$70,901 – Commensurate with Verified Qualifications  
**Status:** Exempt – Bi-weekly Pay      **Background Check:** Extensive

### **Application Instructions:**

**Obtain an application form and a copy of the position description - check website [lrboi-nsn.gov](http://lrboi-nsn.gov) (under heading "Employment" or by contacting Human Resources at:**

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660  
phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .*

**To apply please submit completed LRBOI application, cover letter, resume, transcripts for degree(s) or any/all licensure(s) and/or certifications required/relevant for position, front/back of Tribal ID (if applicable), and copy front/back of driver's license, to:**

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660  
fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).*

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.

**Incomplete submissions will not be accepted**

*For further information, please contact the LRBOI HR Department.*

**Posted 08/18/2022**

**Removal 08/30/2022**