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 & 1rst 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 (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 .

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.

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