JOB DESCRIPTION

POSITION: Library Outreach Coordinator

LOCATION: *Ginanda Gikendaasomin*/Red Cliff Library Building

WAGE: $17.50 per hour

SUPERVISOR: Education/Library Director

THIS IS A REGULAR FULL TIME NON-EXEMPT POSITION

JOB SUMMARY: This position is based at the Red Cliff Library, *Ginanda Gikendaasomin*. The Library Outreach Coordinator (LOC) will coordinate the development and implementation of classes, events, teaching tools, resources, and other educational services to provide community members with information, encouragement and access to resources for developing educational and employment goals. While the LOC will serve all community members, this project is especially focused on meeting the needs of young adults age 18-35. *This position is funded by the Institute of Museum and Library Services through August 2023.*

DUTIES AND RESPONSIBILITIES:
1. Build upon existing partnerships and develop new opportunities for specific program ideas.
2. Implement classes, events, workshops relevant to goals of the program.
3. Develop and manage a method for tracking participant and program data for measuring and evaluation program performance.
4. Connect patrons with resources needed to build educational and career outcomes including resume drafting, job applications and interview preparation, tutoring.
5. Greet visitors/public/library clientele and allow entry into Library area.
6. Participate in Library related trainings as requested/needed.
7. Submit monthly article for Tribal Newsletter (*Miisaninawiind*) and Education Division newsletter.
8. Must be reliable, courteous, and display a professional demeanor on the telephone and with the public.
9. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and

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responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of and sensitivity for Ojibwe culture and traditions.

QUALIFICATIONS:
1. Minimum of high school diploma, HSED or GED required.
2. Associate Degree and five years’ work experience preferred.
3. Experience developing collaborative partnerships for community programming preferred.
4. Strong customer service and interpersonal skills.
5. Proficient in use of Microsoft Office products and meeting through virtual platforms.
6. Must be highly organized with strong attention to detail.
7. Experience tracking projects and managing tracking data using Excel or similar software preferred.
8. As Outreach Coordinator, must be comfortable initiating contacts and skilled in building relationships with community members, directors of other tribal programs and community organizations to develop events, workshops, programs, etc. that meet program goals.

PERSONAL CONTACTS: Considerable daily contact will be made with the general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving. Must be able to lift at least 50 pounds.

WORK ENVIRONMENT: All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: June 7, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI  54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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