



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

GAAWAABAABIGANIKAAAG GABEGIKENDAASOWIGAMIG

Cultural Coordinator

Position Description

Under the supervision of the Academic Chair, the Cultural Coordinator is responsible for the development and implementation of Anishinaabe cultural programming, staff cultural trainings, grant management and reporting to support cultural programming, and supporting the WETCC Mission and Vision.

Duties & Responsibilities

- Coordinate, plan, and implement activities/events at the College that encourage cultural awareness and advance Employee Cultural Competency Policy across campus and track progress.
- Develop and maintain cultural resources to assist in increasing cultural learning opportunities for students and college personnel.
- Develop, prepare, and maintain materials for educational and informational purposes.
- Collaborate with faculty and staff to develop and enhance formal and informal learning opportunities from an Anishinaabe perspective.
- Serve as a communication liaison for the general campus community, including but not limited to Anishinaabe Ethics Council (AEC) and other groups.
- Responsible for grant writing, implementation, and reporting to support cultural programming.
- Lead the American Indian Higher Education Consortium (AIHEC) student club in coordination with the Co-Curricular Coordinator.
- Participate in college-wide strategic planning.
- Assist with the collection and evaluation of data to ascertain needs and develop programming beneficial to college and community.
- Supervise student workers.
- Participate in college meetings, senates and committees, required training, in-service activities, and professional development opportunities.
- Perform other duties as assigned related to the position.

Work Schedule

Monday-Friday, 8:00-4:30. Evenings and weekends are sometimes required. This position is on-site at the WETCC campus in Mahanomen, Minnesota. Some travel is required.

Advertised Salary \$25.60

Knowledge, Skills, & Abilities

- Ability to work with diverse groups in a multicultural setting.
- Ability to work effectively with different learning styles.
- Strong computer skills.
- Excellent interpersonal skills.
- Strong organizational skills.
- Ability to work with minimal supervision and is a self-starter.
- Ability to communicate effectively through written and oral correspondence.
- Ability to multitask and apply problem solving techniques as necessary.
- Ability to be a team player.

Certificates, Licenses, & Registrations

- Valid driver's license and insurance to travel as needed.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below represent the required education, experience, knowledge, skills, and abilities.

- Associate of Art's degree
- 2-years' experience in cultural programming. Tribal Eminence Credential is accepted.
- Demonstrated knowledge of local Anishinaabe demographics, culture, customs and lifestyles.
- Proficiency in the Ojibwemowin language or willingness to attain a basic level of fluency. If a second language Ojibwemowin learner, provision of transcript of classes taken if available.

Preferred Qualifications

- Bachelor's degree in Native American studies or related field.
- Tribal Eminence certification.

- Experience in grant writing, grant management, and reporting.

Applicant Materials Required

Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include health, dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical and dependent care FSA.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire.

WETCC values balance: 19 paid days off per year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998, "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission

White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision

Gaa-miinigoowizid Anishinaabe Gibimiwidoomin niiganaakeyaa – “We all are carrying into the future the way the Anishinaabeg was gifted.”

Equal Employment Opportunity Employer

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.