JOB DESCRIPTION

POSITION: INTERNSHIP COORDINATOR

PROGRAM: NATIVE CLAN / Native Language Infusion Program

HOURS PER WEEK: .75 FTE includes pro-rated benefits

The Native Language Infusion Program is funded by ANA and MN Indian Affairs Council. The Native Infusion Program strengthens community coordination to increase interest in learning Native language (Dakota & Ojibwe) and expands Native language learning opportunities. The Internship Coordinator will recruit and supervise college students and/or those studying Native languages to work at Minneapolis American Indian Center (MAIC) in the language program.

DUTIES AND RESPONSIBILITIES:

- Works with Program Director to implement required activities from the grant objectives and work plans
- Works with University of MN, Augsburg and MCTC Instructional Team and other partners to develop protocol and practices for internships
- Works with Language Coordinator and language component of program
- Recruits Ojibwe and Dakota language interns, meet regularly with interns, draft agreements / application, discuss internship ideas for projects
- Works with interns to place into specific projects
- Recruits and coordinates with Instructional team members on intern positions
- Monitors attendance, performance and track process of individual projects
- Assists with reporting requirements for project
- Develops flyers and other methods of advertising for events, activities and materials for recruitment, curricula/lessons
- Assists with Program Cultural Activities and Events such as; Family Fun Night, Powwows and Language Bowl
- Must be flexible according to program needs
- Attend all mandatory staff meetings and program related activities and events
- Various other duties as assigned by Program Director

QUALIFICATIONS:

- Current or past experience in University or local college studying Native languages preferred
- Must have knowledge and understanding of American Indian culture, practices, history and community
- Familiar with Dakota and/or Ojibwe languages
- Some college completed in related field or comparable work experience, college students strongly encouraged to apply
- Intermediate / Advanced knowledge of technology and social media
- Possess excellent motivational and communication skills
- Ability to multi-task, demonstrate initiative and have a strong work ethic
- Must pass criminal background check
- Must not have any drug/alcohol/substance abuse related problems
• Valid Minnesota driver’s license and proof of current insurance a plus
• Native American preference

Submit Cover Letter, Resume and 3 References (Name and Contact info only) by June 16, 2021
csecola@maicnet.org or Cheryl Secola, Program Director
Native CLAN / Language Infusion Program
1530 E Franklin Avenue
Minneapolis, MN 55404