POSITION: Program Assistant

PROGRAM: Native Language Infusion Program / Culture Language Arts Network CLAN

SALARY: DOQ

The Native Language Infusion Program is an ANA funded program that strengthens community coordination to increase interest in learning Native indigenous languages (Dakota & Ojibwe) and expands language learning opportunities.

DUTIES AND RESPONSIBILITIES

- Form CLAN Advisory Council
- Recruit and form Native Languages Advisory Council that consists of 10 members which includes 4 language program representatives, 4 elder language speakers and 2 youth
- Schedule and facilitate Advisory Council meetings
- Lead 4 powwows per year, 1 of 4 is to focus on honoring 1st language speakers
- Recruit 10 Native youth to develop Native language promotional videos, posters and messaging per year to post and track on social media platforms
- Create posters, signage and other written/graphic materials to display at MAIC and throughout the community
- Develop a family-friendly language table with language instructor and Advisory Council
- Assist with investigating and adopting new technology to enhance the experience or expend the reach of classes
- Develop multi-faceted marketing and recruitment plan for all Language components then create promotional materials
- Implement recruitment plan for Language activity
- Assist with preparing weekly activity
- Contact and arrange for instructors and consultants
- Work with Prevention Specialist to develop 6 Cultural education sessions to include Languages per year around traditional Native roles and behaviors of young women and young men
- Develop multi-faceted marketing and recruitment plan for all CLAN components and work with consultant to create promotional materials including: Drum and Dance, Traditional activities (Hoop Dance, Canoeing, Archery), Family Fun Night and Powwows
- Manage consultant contracts for Drum and Dance
- Other duties as assigned by Program Director
QUALIFICATIONS

- BA IN American Indian Studies or related field or comparable work experience
- 4 years working in American Indian community
- Familiar with Ojibwe and/or Dakota language
- Advanced knowledge of technology
- Possess excellent motivational and communication skills a must
- Ability to multi-task, demonstrate initiative and have a strong work ethic
- Knowledge and understanding of American Indian culture, practices, history and community
- Must pass criminal background check
- Must not have any drug/alcohol/substance abuse related problems
- Native American preference

Submit Cover Letter, Resume and 3 References (Name and Contact info only) by 5:00pm June 18, 2021 to csecola@maicnet.org
Or
Cheryl Secola, Program Director
Native CLAN / Language Infusion Program
1530 E Franklin Avenue
Minneapolis, MN 55404