Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

LANGUAGE AND CULTURAL COORDINATOR

Position Description

Opens: October 28, 2026 Closes: November 10, 2026			
Department:	Heritage Center	**Reports to (title):**	Heritage Center Director
Job Code:	N-10	**Job Location:**	Heritage Center-Nett Lake and Vermilion, MN
Pay Range:	Min: $18.03 Mid: $22.54 Max: $27.04	**Supervises:**	None
Hours/week:	40	**Classification:**	Non-Exempt
Type of Position:	Full-Time	**Effective Date:**	08/27/2026
Indian Child Protection Background:	Yes	**Revised Date:**	08/27/2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Language and Cultural Coordinator is responsible for the overall development, initial start-up, direction, management, and ongoing operations of language and cultural program for the Bois Forte Reservation. Includes start-up of program, planning and administration of grants, budget responsibility, report writing, and working with various committees on language and cultural issues. Also includes responsibility to be the primary coordinator with the pow-wow committees, and the budgeting and coordination of pow-wows on the Bois Forte Reservation.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Work with elders and youth.
2. Create and manage budgets.
3. Must have a minimum basic proficiency in speaking the Ojibwe language.
4. Strong grant writing skills.
5. Possess excellent verbal and written communication skills.
6. Possess strong organizational and problem-solving skills.
7. Work with diverse people on complex projects.
8. Handling multiple duties and responsibilities.
9. Work with other professionals and coordinate various development activities associated with the development of language and cultural camps.
10. Assist with Heritage Center Museum services on as needed basis.

11. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
12. Perform other duties assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Must have a minimum of five (5) years of work experience, with at least three years in a related field working with Tribal youth and elders. • 0 to 6 months' experience as a teacher, or similar experience working with youth. • 0 to 6 months experience with language or cultural immersion camps or programs, or with other types of youth camps. • 0 to 6 months' experience with managing programs and budgets. • One (1) year experience with Ojibwe language and culture
Education:	• Two (2) year college degree, with focus on Indian Studies, language and culture, education or other related field. or • Three (3) Years of Traditional Cultural Learning may substitute for college degrees. or • Four years teaching, or closely related experience may substitute for the educational requirement.
License/Certification:	• A valid Minnesota driver's license.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Knowledge of Anishinaabe culture. • Extensive knowledge of Ojibwe language. • Ability to communicate with diverse groups of people. • Ability to search for and apply for grants. • Ability to multi- task and able to work under pressure, manage multiple demands on time, and complete projects within timeframe and budget. • Ability to write clearly and cogently in order to respond to correspondence and requests for information on cultural resources. • Must pass a pre-employment drug and alcohol test and background check. • Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. • Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files. • A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. • Access to reliable transportation. • Strong personal computer skills. • Basic understanding and knowledge of federal laws and regulations. • Basic knowledge of recording and editing skills. • Basic knowledge of computer functions and telecommunications. • Basic data and Archiving skills. • Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bachelor's Degree (or equivalent combination of experience and education).
- Participation in an archaeological field school to provide basic understanding of theoretical and practical approaches to research design implementation, field preservation techniques, and report preparation by participation in actual fieldwork.

- Evidence of formal training in Ojibwe culture, language, and society may represent a partial substitution for the four (4)-year degree.
- A Minnesota teaching license is preferred.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel and/or weekend hours may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information, and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.