

**AANIHH NAKODA COLLEGE
POSITION DESCRIPTION**

Position: Traditional Ecological Knowledge (TEK) Education and Youth Development Coordinator

General Description

Aaniih Nakoda College (ANC) is seeking a qualified individual to coordinate traditional ecological knowledge (TEK) education programming and youth development activities for ANC's Tribal Colleges Extension program (TCEP). The individual hired for this position will be responsible for developing, planning, implementing, and evaluating educational activities designed to (1) document and share TEK of the Aaniinen and Nakoda nations among community members of all ages, and (2) foster youth development and leadership skills among Fort Belknap youth. This position is based on campus.

The TEK-Youth Development Coordinator shall actively participate in college life and activities. Benefits: Paid holidays, health, dental and vision insurance, 401K. Under the supervision of the ANC Extension Program Director and Dean of Academic Affairs, the TEK-Youth Development Coordinator shall:

- Organize and facilitate quarterly meetings of the project's Circle of Elders,
- Develop an annual calendar for traditional food gathering and preparation practices,
- Organize and facilitate workshops and field-based outings, teaching traditional food gathering and preparation practices based on the seasonal cycles,
- Establish and maintain a local TEK resource repository,
- Coordinate TEK outreach, education, and community programs with internal and external partners,
- Share TEK resources with local educators, including ANC faculty,
- Plan, organize, and implement a summer TEK encampment for local youth,
- Plan, organize, and implement youth development activities, including summer day camps and after-school programs,
- Assist ANC's Tribal College Extension Program Director with project evaluation efforts.

Knowledge and Skills

- Knowledge of and unreserved commitment to Aaniih Nakoda College's mission statement,
- Knowledge of Aaniih and Nakoda lifeways and language,
- Experience in planning and organizing educational programs,
- Demonstrated ability to work effectively with children and youth,
- Ability to work effectively with community partners and stakeholders,
- Strong written and oral communication skills.

Qualifications

- Associate degree in American Indian studies, education, environmental science, sociology, psychology, or a related field; Bachelor's degree in relevant field preferred,
- Experience working with tribal elders and traditional knowledge keepers,
- Experience working with children and youth,
- Experience organizing educational programs and/or community events,
- Teaching experience.

Salary

- Salary is based on education, experience, and qualifications.

To apply: Complete and submit the ANC Employment Application and three current letters of recommendation. Please provide letters of recommendation that align with the job you are applying for. Please send the application to Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information, call 406-353-2607 x 3901 or mbrockie@ancollege.edu. Visit our website: www.ancollege.edu/careers to download the ANC Employment Application and the job description. **Open until filled.** Incomplete applications will not be accepted.

Aaniih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.