



1854 Treaty Authority

4428 HAINES ROAD • DULUTH, MN 55811-1524
218.722.8907 • 800.775.8799 • FAX 218.722.7003
www.1854treatyauthority.org

1854 TREATY AUTHORITY VACANCY ANNOUNCEMENT

Position Title: Education/Outreach Aide

Division: Education and Outreach

Supervisor: Cultural Preservation Specialist

Term: Temporary, 600 hrs

Salary: \$19.33/hr

Application Deadline: March 26th, 2024

Driver's License Required: Yes

Pre-Employment Background Check Required: Yes

Pre-employment Drug Test: Yes

Job Summary:

The Aide will assist the Education and Outreach Division staff with all education and outreach programming. This includes fostering of interest, participation, and empowerment in all treaty harvest skills and activities (hunting, fishing, gathering), as well as raising the bar of awareness, respect, and reciprocity of culturally significant beings/resources amongst Tribal and non-Tribal audiences alike.

Minimum Qualifications:

College student or graduate with a degree in environmental education and interpretation, Native studies, elementary or secondary education, history, communications, journalism, art/multimedia production, graphic/web design, political science, law enforcement, natural resources, biological sciences, environmental studies, or closely related field. Equivalent experience will be considered. **Native American preference policy will be followed.**

Duties and Responsibilities:

1. Represent the 1854 Treaty Authority at various events and powwows; "table" and provide information on organization programs and services, communicate with constituency regarding harvest regulations and policies, answer questions, present at workshops, provide basic knowledge of treaty history, case law, and Federal trust responsibility
2. Develop curriculum and deliver educational programming on any content associated with awareness, skills, safety, and/or certifications of treaty harvest and culturally significant beings and landscapes (fishing skills, water safety, manoomin harvesting, Firearm Safety/Hunter Education Training, outdoor skills)
3. Chaperone youth camps and provide leadership and support for participants (travel to reservations and throughout the 1854 Ceded Territory, including the Boundary Waters Canoe Area Wilderness, Minong/Isle Royale National Park, Voyageurs National Park).

4. Assist with publishing of printed materials, such as:
 - Contributing to the organization's quarterly newsletter (writing, editing, layout, publication)
 - Coordinating the development of a youth publication (project planning and implementation, communicate between contractors and printer, etc)
5. Assist on the all graphic design and communications supporting organization programs; upload and edit "live" content on organization website, oversee social media content, capture, edit and organize photos, audio recordings and video files, produce educational short films, and provide input on design
6. Attend trainings and professional development seminars, not limited to canoe safety, first aid/CPR, firearm safety/hunter education certification training instruction, archeology field school, etc.
7. Recruitment: encourage Tribal youth to pursue education, training and careers in natural resource management, environmental resources and conservation law enforcement

Working Conditions:

Position will require daily travel and frequent overnight stays (camping and/or hotel), with expenses and travel arrangements covered by the 1854 Treaty Authority. Successful candidate must be able to work flexible hours (nights and weekends) and be willing to work outdoors in all types of weather conditions. Ability to work weekends is especially important for this position to increase interaction with Tribal communities and public at outreach events.

Knowledge, Skills and Abilities:

Must have strong problem solving skills, and a positive attitude, the ability to work independently, with others, and display good judgement.

Knowledge of Indigenous culture and Tribal governments an asset.

Strong organizational and communication skills; ability to take leadership with projects and carry through on timelines.

Ability to design and deliver educational programs (develop materials, provide direction, public speaking).

Exhibit command of a variety technologies for communication, information gathering, outreach product developments and program delivery (not limited to computer databases, cameras, projection systems, angling equipment, firearms, food preparation, watercraft, ATV's, etc).

Ability to work with Microsoft Office suite (Word, Power Point, and Publisher). Experience with Adobe software (Photoshop, InDesign) and Apple programs (iMovie) a plus.

Physical ability: occasional heavy lifting (set up outreach display, portage canoes, load and unload all program equipment).

Application Procedure:

Please submit by mail, email or fax, a completed [1854 general employment application](#), a resume, three (3) reference contacts, a copy of your transcripts (unofficial are acceptable), and a cover letter to:

Marne Kaeske
Cultural Preservation Specialist
Education and Outreach Division
1854 Treaty Authority
4428 Haines Rd
Duluth, MN 55811
E-mail: mkaeske@1854treatyauthority.org
Phone: 218-722-8907
Fax: 218-722-7003

*Condition of appointment is contingent upon successful completion of pre-employment background check.