



# 1854 Treaty Authority

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[www.1854treatyauthority.org](http://www.1854treatyauthority.org)

## 1854 TREATY AUTHORITY VACANCY ANNOUNCEMENT

**Position Title:** Cultural Preservation Aide

**Division:** Education and Outreach

**Supervisor:** Cultural Preservation Specialist

**Term:** Seasonal/Temporary, 560 hrs

**Salary:** \$14.75/hr

**Application Deadline:** March 16th, 2018

**Driver's License Required:** Yes

**Criminal Background Check Required:** Yes

### Job Summary:

The Aide will assist the Education and Outreach Division staff with educational programming for tribal and non-tribal audiences within the 1854 Ceded Territory. Support preservation of culture by fostering interest, participation and understanding the traditions and practices that are integral to the Ojibwe way of life.

### Minimum Qualifications:

College student or graduate with a degree in environmental education and interpretation, elementary or secondary education, communications, native studies, natural resources, biological sciences, or closely related field. Equivalent experience will be considered. American Indian preference policy will be followed.

### Duties and Responsibilities:

1. Assist with editing quarterly 1854 Treaty Authority newsletter.
2. Develop curriculum and contribute teaching of harvest education programs (ex: fishing, wild rice harvesting).
3. Design printed material or media to enhance the understanding of Ojibwe treaty rights or traditional harvest activities for tribal youth ranging in ages from 4 to 12 years old.
4. Act as an organization representative and converse with tribal constituents and the public at informational booths at fairs, workshops and powwows. Distribute information and discuss organization programs. (\*Must be able to lift 50 lbs in order to set-up equipment, such as tents, canopies, chairs and tables, and care for electronics during outdoor events.)
5. Assist in coordinating and be an active leader with the week-long environmental science recruitment camp targeting high school age students exploring careers in natural resource management.
6. Attend trainings and professional development seminars, not limited to canoe safety, first aid, life guarding, etc

**Special Requirements:**

Must be present to set-up and instruct at *Manoomin Camp* on a weekend in September 2018.

Must present on 1854 Treaty Authority summer internship experiences at the Native American Fish and Wildlife Society Great Lakes Region conference in September 2018.

**Working Conditions:**

Position will require frequent daily travel and occasional overnight stays, 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 (powwows, fairs, etc).

**Knowledge, Skills and Abilities:**

Must have strong problem solving skills, work independently and have a positive attitude.

Ability to design and deliver educational programs.

Ability to utilize technology for communication, information gathering, outreach product developments and program delivery.

Strong organizational and communication skills.

Ability to coordinate events, activities and programs.

Must be able to travel occasionally to out of area conferences, workshops and events.

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

**Application Procedure:**

Please submit resume, three (3) reference contacts, 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](mailto:mkaeske@1854treatyauthority.org)  
Phone: 218-722-8907

\*Condition of appointment is contingent upon successfully completing criminal background check.