



Ho-Chunk Nation

Job Description



TITLE: Indigenous Arts & Sciences Grant Manager		JOB CODE: IASG	
Government - Employee		EEO: 2	PAY GRADE: 16
Non-Exempt	Flex	FUNDING SOURCE: Grant	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Indigenous Arts & Sciences (IAS) Grant Manager will cooperatively develop, integrate, disseminate, and evaluate culturally accurate and authentic educational resources in STEM (Science, Technology, Engineering and Math) disciplines and across the IAS curriculum related to ecological restoration and interconnectedness of all living things. This position will adapt Indigenous Art & Sciences to Ho-Chunk culture, lifeways, and knowledge as a way to engage Ho-Chunk youth in environmental science careers to build cultural resilience.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Develop partnerships with other tribal Nations, tribal communities, extensions, colleges and universities, and K-12 schools to improve educational opportunities for Native and in particular Ho-Chunk youth beginning with early childhood to post-secondary education.
2. Collaborate with IAS partners to adapt existing and develop new curricular activities to integrate traditional knowledge and experience that reflect multicultural perspectives of land and water stewardship.
3. Collaborate with educational grant programs within the Nation and with outside agencies to scaffold holistic cultural learning opportunities.
4. Plan and implement multicultural Indigenous Arts and Sciences professional development Institutes for educators to respect and support traditional knowledge in their lesson planning and classrooms. To provide professional development to increase staff, teacher and faculty skills for cultural component pedagogy that support and strengthen Native students' success for college pathways.
5. Engage Ho-Chunk middle and high school youth in pre-college Indigenous science learning experiences that use Traditional Ecological Knowledge (TEK), evidence-based content and educational processes through the Goji Howaite Hi youth environmental program.
6. Involve partners and elders to plan and implement one-week youth summer institutes and monthly continuing educational experiences aligned with seasonal practices using Earth Partnership Indigenous Arts and Sciences framework resulting with students receiving credit.
7. Write articles in tribal and external publications to inform tribal membership and the general public of IAS outcomes and to garner interest in the program throughout the calendar year.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	Manages work group within a sub-unit of a department



Financial Accountability	Monitors expenditures of grants related to Indigenous Arts & Sciences
Customer Accountability	Interfaces with outside and inside customers
Employee Accountability	Subject to general input from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Associate's degree in science, social science, or education is required.
2. Bachelor's degree in science, social science, or education is preferred.

ESSENTIAL:

1. Valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

1. At least four (4) years of working with Native youth in a mentor role is required.
2. At least two (2) years of grant management and project management is required.
3. At least two (2) years of community-based program management is required.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Working knowledge of Ho-Chunk culture as related to stewardship, restoration, responsibility, and respect.
2. Knowledge and skills in providing professional development and Native youth programming.
3. Strong problem solving skills.
4. Project Management skills.
5. Skillful in establishing and maintaining professional work relationships and networks.
6. Ability to organize work and work productively.
7. Excellent verbal and written communications skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Mandatory reporter for youth.

WORKING CONDITIONS

1. Primarily general office setting with occasional outdoor settings.
2. See Physical Demands Worksheet.