

HOULTON BAND OF MALISEET INDIANS

Job Description

Approved by Council: 02/22/24

Cultural Tourism Fellow

Native applicants only

STATUS: PART TIME- 20 HRS; 2-year funding.

SUPERVISED BY: Tribal Administrator

SALARY RANGE: \$15.80-16.80

ROLE: The Cultural Tourism Fellow will be given an opportunity to contribute to the growth and development of tourism assets, engage in community outreach, and facilitate effective communication between tribal council, tribal leadership, and community members.

POSITION RESPONSIBILITIES:

- Tourism Asset Development:
 1. Collaborate with tribal leadership and community members to identify and develop tourism initiatives that showcase the Wabanaki Nations' unique cultural heritage, traditions, and natural resources.
 2. Assist in creating sustainable and culturally sensitive tourism opportunities to promote economic growth within the community.
- Community Outreach:
 1. Engage with tribal members, local residents, and stakeholders to foster positive relationships and ensure that community voices are heard and incorporated into decision-making processes.
 2. Participate in community events, workshops, and meetings to gather feedback, address concerns, and promote cultural awareness.
- Tribal Council and Leadership Updates:
 1. Facilitate effective communication between tribal council, tribal leadership, and community members.
 2. Keep the community informed about the decisions, policies, and initiatives undertaken by the tribal leadership.
 3. Assist in disseminating information through various communication channels, including social media, newsletters, and community gatherings.
- Attend WCTI Team quarterly meetings, a daylong Wabanaki Cultural Tourism Summit, The Governor's Conference on Tourism
- Complete the online course from George Washington School of Business' Professional Certificate in Cultural Heritage Tourism.
- Attend tribal council meetings, as needed, to update tribal leadership as to the progress of the Wabanaki Cultural Tourism Initiative.

MINIMUM QUALIFICATIONS:

- Strong connection to the Wabanaki Nations communities in Maine, with a deep understanding and appreciation of their cultural heritage, values, and traditions.
- Excellent communication and interpersonal skills to engage with diverse groups of people, including tribal members, tourists, and stakeholders.
- Ability to work independently and collaboratively with a team to achieve shared goals and objectives.
- Familiarity with tourism development principles and community engagement strategies is an advantage.
- Commitment to cultural sensitivity, confidentiality, and respectful representation of tribal communities.
- Ability to pass a DMV, DHHS, State and Federal background checks, and a urine drug screen.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	N	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	

Applications are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on March 14th, 2024.

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.