

**HOULTON BAND OF MALISEET INDIANS**  
**Job Description**

**Tribal Digital Navigator**

Approved by Council: 02/27/2024

**Search Reopened**

**STATUS: PART TIME- 20HRS; 1-year funding**  
**SUPERVISED BY: Tribal Administrator**  
**SALARY RANGE: \$21.16**

**ROLE: The Tribal Digital Navigator will assist community members with internet adoption and the use of computing devices. Provide one-on-one, ongoing assistance to connect residents to affordable internet, devices, digital skills training, and Affordable Connectivity Program application support.**

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**POSITION RESPONSIBILITIES:**

- Familiarity with the National Digital Equity Center's (NDEC) catalog of classes, as well as its programs and services.
- Ability to assist with joining the NDEC Partner Onsite Class.
- Ability to teach individuals how to perform basic digital skills.
- Understanding of the nuances of applying to the FCC Affordable Connectivity Program and the ability to coach eligible individuals in choosing an ISP that will meet their connectivity needs.
- Professional training opportunities as it pertains to performance duties.
- Travel is required as a part of the position.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Resident of the Houlton Band of Maliseet Indian's community.
- The ability to guide and teach individuals to learn basic digital skills.
- A passion for breaking down the digital divide within their community
- Excellent communication skills, compassion, and patience.
- Ability to establish appropriate boundaries with clients.
- Maintain a courteous and professional manner
- Maintain high aesthetic and technical standards for work.
- Represent themselves and NDEC appropriately.
- Follow the NDEC code of conduct, mission, vision and purpose.
- Reliable transportation
- 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	F	Sitting	F	<i>N (Not Applicable)</i>
Carrying	F	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	F	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	N	
Kneeling	O	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	O	

Complete job description, listing duties and qualifications and HBMI applications are available for download at our web site [www.maliseets.com](http://www.maliseets.com). Application are available at the front desk of the Administration Building or have one mailed to you by contacting the receptionist at the Tribal Administration Office at 532-4273 or e-mail [hr@maliseets.com](mailto: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 May 13th, 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/At-Will Employer.