



Pride of the Ojibwe

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Job Posting

Ojibwe Language & Culture Division Director

Posting Date: December 5, 2025
Closing Date: Open Until Filled
Department: Language & Culture Division
Employment Type: Full-Time
Salary Range: D.O.Q.

Division Overview:

Revitalizing the Ojibwe language and cultural practices is crucial for the holistic health and well-being of the Lac Courte Oreilles Community. Language serves as a multifaceted tool, not only facilitating communication but also embodying identity, worldview, and traditional knowledge. Cultural practices grounded in Anishinaabe traditions foster a profound sense of belonging, purpose, and spiritual connection, which are fundamental to mental, emotional, physical, and spiritual health.

The Ojibwe Language and Culture Division will prioritize initiatives that enhance community well-being by supporting traditional healing practices, facilitating intergenerational knowledge transfer, and integrating language and cultural teachings into all tribal programs. These efforts will cultivate resilience, promote healing, and strengthen the sense of identity, ultimately contributing to the overall well-being of the Lac Courte Oreilles community.

The division's primary responsibility will be to safeguard and revitalize the Ojibwe language, oral histories, ceremonial practices, and ancestral teachings. Collaboration with tribal elders, cultural knowledge holders, and community members is crucial to documenting and transmitting cultural teachings across generations. Programs will emphasize intergenerational learning, support language acquisition from beginner to

immersion initiatives, and foster cultural pride and identity among youth and community members.

Position Overview:

The Lac Courte Oreilles Band of Lake Superior Chippewa is seeking a leadership position responsible for the planning, development, and delivery of programs within the Ojibwe Language and Culture Division. The role ensures the efficient operations of services designed to enhance the well-being and quality of life for individuals in the Tribal Community. This position works collaboratively with tribal entities, departments, program managers, and leads initiatives that align with organizational goals and community needs.

Supervisory Responsibilities:

- Responsible for hiring and retaining, coaching, and development for direct reports and accountable for the performance of the division.
- Directs, organizes and oversees the work and schedules of the Ojibwe Language and Culture departmental personnel and contractors.
- Conducts constructive and timely performance evaluations with direct reports.
- Develops professional development plans with direct reports and reviews annually for updates.
- Handles discipline and termination of employees as needed and in accordance with the Tribe's policies.

Duties/Responsibilities:

- Develop and execute a strategic plan for language and cultural revitalization to meet community needs including staffing needs, data collection, and analysis.
- Provide operational and fiscal oversight of the Ojibwe Language and Culture division. Including managing and coordinating budgets, grants, and contracts for the division while ensuring compliance with agency requirements.
- Facilitate the formation and engagement of a Community Advisory Committee composed of Elders, proficient speakers, and cultural knowledge holders to assist in developing the strategic plan and shaping department framework.
- Oversee coordination of tribal, public, and private partners for division activities such as curriculum development, language acquisition programs, seasonal camps, and community events.
- Coordinate/conduct assessments and evaluations of Ojibwe Language and Culture Division activities to identify unmet needs and strategic collaboration of resources.
- Collaborate with tribal departments, schools, colleges, and regional partners to advance the mission of the tribe and achieve goals of the department.
- Manage and coordinate grants, budgets and contracts for the division. Ensure compliance with agency requirements.
- Drafts and distributes reports and analyses when requested by leadership and at monthly Director meetings.

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- Advocate for Ojibwemowin and culture in federal, state, tribal government domains, educational realms, and public life.
- Provides direction, leadership, expertise, knowledge and insight on information of national and tribal policy, trends, and position guidelines to team members and leadership.
- Develop and maintain policies and procedures necessary for the successful operations of all program activities. Update the Ojibwe Language and Culture Division's Policy and Procedures Manual annually as needed.
- Ensures confidentiality of financial records and all records for employees, tribal members and/or clients.
- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Represent Lac Courte Oreilles and the division in a positive and professional manner in the community in all matters required for success of the division and Tribe.
- Serves as a member of the organization's key administrative decision-making and planning body.
- Ensures work environments are respectful and safe.
- Communicates and explains new directives, policies, procedures and changes to division department employees; to explain changes, answer questions, and maintain morale.
- Leads coordination and integration of efforts among division operations, to produce smoother workflow and effective processes.
- Communicates short- and long-range action plans and develops standards that guide the daily activity of supporting departments and functions. Conducts team building of assigned departments to enhance information sharing and consistent service.
- Participates in and facilitates the development of tribal policies and regulations necessary to conduct business and implement strategic goals, ordinances, and laws.
- Performs other duties as required to accomplish the objectives of the position.

Qualifications:

Required Skills/Abilities:

- Deep knowledge of Ojibwemowin and Anishinaabe cultural practices.
- Experience in program leadership, education, or cultural work.
- Effective communication, organizational, and interpersonal skills.
- Ability to work respectfully with Elders, youth, and diverse community members.
- Superior managerial and diplomacy skills.
- Excellent analytical, decision-making, and problem-solving skills.
- Requires the ability to effectively integrate services used by all employees and the community, manage resources, prepare, manage, and report budgets, including grant reporting and regulatory compliance.

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- Requires the ability to lead and direct the work of others to create a team atmosphere.
- Requires the ability to organize, train, direct, and motivate staff to achieve continuous skill development and high levels of productivity.
- Requires the ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Requires the ability to make formal presentations to large, diverse, public audiences. Requires the ability to liaison and work closely with all relevant segments of the Tribe and its staff, and administration in respect to promoting, furthering, and maintaining the assigned programs.
- Requires the ability to exhibit tact, courtesy, and patience in those relationships.
- Requires the ability to write clearly and concisely.
- Requires the ability to work with a culturally and economically diverse population of people regardless and be sensitive to tribal cultures and issues.
- Requires the ability to maintain productive and cooperative working relationships with others especially in the dealings with tribal, governmental, and private agencies.
- Requires high level technology skills using computers, computer applications, and other electronic equipment.

Education and Experience:

- Master's degree in Indigenous Studies, Education, Linguistics, or related field is required.
- Five years' experience working in Tribal Government or tribal services required. Experience must demonstrate an advancement and progression towards executive level of management and supervisory responsibilities.
- Experience in community organization and administration with strong emphasis in grant writing, supervision and policy development is required.
- Demonstrated experience in business operations related to Tribal Government or Tribal Services is preferred.
- Fluency or advanced proficiency in Ojibwemowin preferred
- Valid driver's license required.

Physical Requirements:

- Must be able to lift to 15 pounds at times.
- The position requires the ability to sit at a desk for extended periods of time and move about to multiple locations to accomplish work.
- Requires manual and finger dexterity to use a personal computer keyboard at speed, pointing device, projection equipment, and other common office equipment.
- Requires sufficient visual acuity to write, recognize printed materials, computer screen, and notice non-verbal behavior.

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- Requires speech and hearing ability to project voice to small and large audiences, carry on telephone conversations, hear and grasp verbal communications and equipment prompts.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***