



Pride of the Ojibwe

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****Job Announcement****

Job Title: Language & Culture Division Program Manager
Posted date: June 4th, 2026
Closing Date: Open Until filled
Salary: \$45-\$50k
Department: Language & Culture Division, Tribal Government Offices
Reports to: Language & Culture Division Director

Position Summary:

The Program Manager works closely with the Division Director on the planning and implementation of Ojibwe language and cultural programming that enhance the physical, social, cultural, and spiritual well-being of the Lac Courte Oreilles community. The Project Coordinator will be responsible for the office-related clerical needs of the Language & Culture Division and will assist in delivering targeted community programming to advance the initiatives of the Division.

This position requires technical writing, research, and planning support to the Division Director, the Tribal Administration, and the greater community. The successful candidate will demonstrate proficiency in written and spoken Ojibwemowin, deep cultural knowledge as it pertains to Odaawaa-zaaga'igan, with exceptional attention to detail, the ability to independently manage complex grants and projects, and a strong track record of demonstrated success in administrative positions. The role requires strong organizational and time management skills, with the ability to manage workload priorities and maintain steady progress on assignments in both a professional office environment, and within the context of the Anishinaabe culture and lifeways.

Key Responsibilities:

Clerical tasks

- Ordering equipment and materials for Division projects
- Evaluate funding opportunities for eligibility, feasibility, and competitiveness
- Manage vendors and their services for the Division
- Fiscal management under the direction of the division Director
- Organizing Advisory Board meetings
- Develop multi-year project budgets and budget justifications using Excel

Planning, Delivery & Community Engagement:

- Collaborate with Division partners, Tribal departments and entities to develop strategic plans and program initiatives for Ojibwe Language & Culture goals.
- Advise leadership on funding opportunities, potential collaborations, and policy considerations.
- Train and co-supervise Division employees and interns.
- Facilitate and co-facilitate Division-led programming throughout the year, including some evenings and weekends.
- Design and administer community surveys to document the desires of the community and to assess the programming of the Language & Culture Division.
- Compile and analyze data from community, inter-tribal, and national studies to guide the best practices of the Division.
- Conduct research through literature review, interviews, and records analysis.
- Prepare written reports, newsletters, web content, and public information materials.
- Assist with public meetings, hearings, and General Membership presentations.
- Support Tribal strategic planning initiatives.

Minimum Qualifications:

- Master's degree in Education preferred, Native American studies, or related field.
- Minimum three (5) years of professional Ojibwe language and culture-based experience.
- Minimum Intermediate-Low Ojibwemowin Speaking Proficiency and Intermediate-High Writing Proficiency.
- Demonstrated experience managing complex, multi-component project budgets.
- Demonstrated history of educational leadership.
- Proficiency in Microsoft Word and spreadsheet applications (Excel or equivalent).
- Valid driver's license.
- Ability to pass pre-employment drug screening and background check.

Knowledge, Skills & Abilities:

- Strong ability to work independently with a high level of professionalism, discretion, and trustworthiness.
- Excellent time management and project prioritization skills with the ability to manage multiple concurrent deadlines.
- Advanced understanding of tribal communities, tribal government, and tribal sovereignty.

**LCO Tribal Government
Human Resources Dept
L&C Division Prog Manager**

- Advanced understanding of various language teaching methodologies and learner-centered language learning strategies.
- Excellent organizational, written, and verbal communication skills.
- Strong budget development and financial analysis skills.
- Familiarity with the Lac Courte Oreilles community and Tribal governance.
- Ability to manage multiple deadlines in a fast-paced environment.
- Strong teamwork and cross-department coordination skills.
- Strong data collection, analysis, and evaluation skills.
- Perform other related duties as assigned to support Division and tribal priorities.

Performance Metrics

Performance in this role will be evaluated based on measurable outcomes including, but not limited to:

- Assistance in the timely submission of budgets, projections, and reports.
- Demonstrated success rate in survey administration and data collection.
- Effective management of multiple concurrent project timelines and deadlines.
- Quality of budgets and supporting documentation.
- Responsiveness and collaboration with Tribal departments and leadership.
- Contribution to departmental programming goals and strategic priorities.

Application Procedure & Requirements:

1. Complete LCO Employment Application, including Release & Authorization Form
2. Cover Letter of Interest
3. Resume
4. (3) Three letters of Referral (Recommendations)
5. 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 DOCUMENTATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov
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*Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies and Procedures Manual.*

Indian Preference

**LCO Tribal Government
Human Resources Dept
L&C Division Prog Manager**

Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) provides that any contract, subcontract, grant or subgrant pursuant to an act authorizing grants to Indian organizations or for the benefit of Indians shall require that, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians; and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).