



Job Announcement: Outreach/Program Coordinator (Maine)

GEDAKINA, which is pronounced /g' dah keen nah/ and means, “Our world, a way of life” in the Wabanaki language, is accepting applications for an additional Outreach & Program Coordinator in Maine. (Scroll down for full job description and responsibilities.)

Ideal candidates will be individuals with experience and/or interest in outdoor education, Indigenous Traditional Ecological Knowledge, community organizing, and programs for women and girls. We are looking for self-starters - problem solvers – and passionate people who want to make a difference for Native American/First Nations youth, women and families, and in the world we live in.

Qualified candidates interested in part-time (20 hours per week) to full-time (35 hours per week) year-round salaried employment should apply. Scheduling flexibility is a must as Gedakina’s activities take place on weekdays, weekends, and evenings (including some overnights) throughout the year. The position will be based in Penobscot County but candidates should be willing and able to travel throughout Maine and New England.

Our Organization

GEDAKINA, founded in 2002, is a 501c3 nonprofit organization that works with Native American/First Nations youth and families from rural, urban and reservation communities across New England.

GEDAKINA is a multigenerational endeavor to strengthen and revitalize the cultural knowledge and identity of Native American youth and families from across New England, and to conserve our traditional homelands and places of historical, ecological and spiritual significance.

Our organizational goal is to develop new ways of reaching Native American youth, women and families rooted in traditional cultural teachings and values, which will provide them with skills and resources to better navigate the challenges they face in a changing landscape. Our initiatives focus on leadership development, community health and wellness, indigenous traditional ecological knowledge (ITEK), healthy relationships, early reader literacy, and cultural revitalization/survival. Our approach emphasizes interconnected programs to reach Native American youth and families, with clear recognition that the challenges our people encounter on a daily basis are also interconnected. GEDAKINA conducts community-based activities and initiatives, regional alliance building, and public education and awareness building programs with a broad outreach.

We encourage applicants to read through our website www.gedakina.org to learn more about our programs and activities.

Job description

Outreach/Program Coordinators are the people in the field for GEDAKINA. They are the links between Gedakina and the Native American/First Nations and non-native communities that we interact with.

Outreach/Program Coordinators:

- ❖ Take responsibility for promoting GEDAKINA'S vision, philosophy and initiatives in a positive manner.
- ❖ Coordinate GEDAKINA'S multiple interconnected community-based programs throughout the year; they conduct outreach to the target audiences for each program, recruit participants, and recruit and schedule *Community Knowledge Keepers* for each activity.
- ❖ Are valued leaders and instructors for GEDAKINA'S programs and activities. While we strive to include *Community Knowledge Keepers* in each program, there will be times where the program coordinator is the primary instructor.
- ❖ Are self-starters who are able to organize, coordinate and lead programs and activities with minimal direct supervision.
- ❖ Work to promote GEDAKINA through public programs, including informational tabling, and through technology, i.e. social media.
- ❖ Collaborate with tribal Boys & Girls Clubs, Youth Recreation Programs, Tribal Cultural Preservation, Tribal Natural Resources, colleges and universities, and with other indigenous organizations.
- ❖ Fulfill administrative duties, including filing timely reports, that are required for GEDAKINA'S reporting to the foundations that provide us with funding, and for financial auditing purposes, including annual state and federal revenue reports (IRS).
- ❖ Report to the Executive Director, and work collaboratively with other Gedakina staff, and with the Guiding and Advisory Councils.

Specific Duties/Responsibilities Include:

*To develop and guide monthly focus groups (talking circles) with youth, women and girls, and with community members from indigenous communities.

*To recruit participants for, and assist with outdoor adventure educational activities including paddles, four-season hikes, and wilderness skills development, including programs focused on women and girls.

*To recruit participants for, and assist with Traditional Ecological Knowledge activities including traditional agricultural projects, construction and maintenance of interruptive nature trails, and supporting community gardening projects.

* To recruit participants for, and assist with cultural survival activities including indigenous language, song and artistry projects.

*To provide support for community events including gatherings and special events.

*Support activities developed by Gedakina's Guiding Council and community Elders as needed.

To Apply

Candidates should submit the following, via email or regular mail:

* An application (contact Rick Pouliot or Kyle Lolar to request an application form)

* A one-two page summary of experience and qualifications, including a statement on why YOU would make an ideal candidate for GEDAKINA

* Two letters of support (cannot include immediate family members).

For additional information please contact:

Rick Pouliot, Co-Founder and Executive Director - rickpouliot@gedakina.org (413) 549-1320

Kyle Lolar, Maine Outreach/Program Coordinator - Klolar15@gmail.com (207) 952-1582



APPLICATION FOR EMPLOYMENT

NAME:

AGE:

MAILING ADDRESS:

CITY/TOWN:

STATE/PROVINCE:

POSTAL CODE:

PHONE#:

EMAIL :

TRIBAL AFFILIATION (If Applicable):

REFERENCE:

PHONE#

REFERENCE:

PHONE #

Have you ever participated in a GEDAKINA youth and/or women/girl oriented activity?

_____ Yes _____ No

Have you ever attended a GEDAKINA sponsored public event?

_____ Yes _____ No

Are you certified in CPR _____ Yes _____ No

First Aid _____ Yes _____ No

Do you have your own vehicle? _____ Yes _____ No

*GEDAKINA requires proof of vehicle insurance

**As GEDAKINA conducts activities with youth, Elders, and survivors of domestic and sexual violence we conduct criminal background and reference checks for all applicants prior to acceptance as interns.

We are a safe zone organization and follow the philosophy that all people have the right to be treated with dignity and respect.

Completed applications can be submitted at rickpouliot@gedakina.org