

Bay Mills Indian Community
Brimley, Michigan 49715
**Grand Traverse Band
of Ottawa & Chippewa Indians**
Suttons Bay, Michigan 49682
Hannahville Indian Community
Wilson, Michigan 49896
Saginaw Chippewa Indian Tribe
Mt. Pleasant, Michigan 48858
**Little Traverse Bay
Bands of Odawa Indians**
Harbor Springs, Michigan 49740
**Nottawaseppi Band of
Huron Potawatomi**
Fulton, Michigan 49502



Keweenaw Bay Indian Community
Baraga, Michigan 49908
**Lac Vieux Desert Band
of Lake Superior Chippewa
Tribal Government**
Watersmeet, Michigan 49969
**Sault Ste. Marie
Tribe of Chippewa Indians**
Sault Ste. Marie, Michigan 49783
**Pokagon Band of
Potawatomi Indians**
Dowagiac, Michigan 49047
**Match-E-Be-Nash-She
(Gun Lake Tribe)**
Dorr, Michigan 49323

2956 Ashmun Street, Suite A, Sault Ste. Marie, Michigan 49783
Phone: (906) 632-6896 Main Fax: 906-632-1810

NOTIFICATION OF JOB OPENING

Open/closed competitive

Job Title: Center Assistant (full-time permanent; 9-month position)
Department: Head Start
Location: Pine Creek Reservation Head Start

The Inter-Tribal Council of Michigan, Inc. is a state chartered 501 C3 non-profit organization consisting of eleven federally recognized Indian Tribes in Michigan. We offer a variety of services such as Child & Family, Educational, Employment, and Health Services. Full-time permanent positions receive health insurance (BC/BS), group term life insurance, short and long-term disability insurance, and 401(K) Retirement plan. ITC also provides paid leave each year for 14 holidays, 3 personal days, minimum of 13 days vacation and 13 days sick for eligible employees/programs. Equal Opportunity Employer. Please visit our website at www.itcmi.org.

Job Summary:

Serve as support staff for all aspects of center operations. Must attend to the appropriate needs of the children (ages 3-5) including meals, diaper changes and outdoor activities. Ride the bus route, maintain orderliness, and assist children safely on and off the bus. Maintain a neat and orderly classroom. Eat all meals with the children. Ensure the safety and well being of children at all times.

Job Specifications:

High School diploma required. Previous experience in a preschool setting preferred. Must be able to lift up to 50 pounds. Operational knowledge of appropriate and acceptable discipline for children required. Must enjoy working with children and be of high moral character. Preference given to qualified Native Americans.

Reply to: Send resume' and verification of Native American status (if claiming preference) to:
Inter-Tribal Council
Attn: Wendy Belleau
2956 Ashmun Street Suite A
Sault Ste. Marie, MI 49783
Phone: 906-632-6896 extension 109
Fax: 906-253-1893
Email: wendybp@itcmi.org

Date Posted: 1-25-17

Closing Date: 2-7-17
