

JOB ANNOUNCEMENT
Cultural Arts Lead Instructor – FT (12 months)

OPENING DATE: February 12, 2018
REVIEW DATE: February 26, 2018
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$38,500 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

This position will teach and facilitate workshops, classes and community culture events for the NWIC Main Campus.

DUTIES & RESPONSIBILITIES

- Teach cultural arts courses at the Main Campus as scheduled.
- Mentor new potential instructors and students, including cultural protocols, traditional teaching practices and skills.
- Coordinate, deliver and teach community education offerings, including monthly Family Culture nights and workshops.
- Coordinate Weavers Teaching Weavers workshops.
- Update and expand the artist directory on a semi-annual basis.
- Revise and update the current booklet for teachers.
- Work with Coast Salish Institute staff on formative and summative evaluation activities related to the grant.
- Assist the Dean of Indigenous Education with the Emerging Artist workshops.
- Prepare and maintain an annual work plan and produce regular reports.
- Participate in NWIC meetings as requested.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

Minimum Qualifications:

- Bachelor of Arts degree in a related field.
- Previous teaching experience in cultural arts, such as beading, moccasin making, corn husk weaving, regalia making, etc., as well as previous teaching experience in higher education and continuing education.
- Previous experience working in a tribal setting is preferred.
- Ability to demonstrate a variety of instructional delivery methodologies relevant to native communities.
- Possess organizational skills necessary to coordinate workshops, classes, and community events.
- Excellent verbal and written communication skills.
- Excellent interpersonal/people skills.
- Proficiency in basic computer and software application skills.

Preferred Qualifications:

- Master's degree in a related field preferred.

Other Qualifications:

- Must have a current driver's license and driving abstract that meets employer qualifications for insurability as well as the ability to travel when scheduled to teach or coordinate cultural arts workshops, etc.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu