

Position Title: WaYS Assistant Director

Reporting to the Executive Director, the Assistant Director will play an important role in supporting the strategic and operational aspects of Wabanaki Youth in Science (WaYS). This position will involve working closely with the ED, staff, volunteers, communities and Tribes to ensure program excellence, growth, and mission fulfillment.

The intent of this position is to transition into the Executive Director status position over the next 12-16 months.

Salary: \$64,000 - \$68,000 (Exempt Position, Annual increases determined by Board)

WaYS Pedagogy

Wabanaki Youth in Science recognizes that our work occurs in the homelands of the Wabanaki Nations - Mi'kmaq, Maliseet, Passamaquoddy, Penobscot, and Abenaki, who have occupied these lands since time immemorial. Wabanaki Youth in Science holds deep respect for the cultures, traditions, customs, symbols, beliefs, laws, regulations, sovereignty, and jurisdiction over these lands. Further, the Wabanaki Youth in Science values the Tribes' significant contributions to society through their knowledge, labor, technology, science, philosophy, resources, arts and their kinship with us and the land.

This policy reflects and reaffirms Wabanaki Youth in Science's enduring commitment to strengthening its relationships, communication and our engagement with the Tribes, Elders, Cultural Knowledge Sharers, Wabanaki Youth, tribal citizens, consultants, collaborators, etc.

The history of colonization has had lasting impacts on the Wabanaki communities. Specifically, the youth have long been marginalized in the classroom and amongst their peers. Wabanaki Youth in Science is committed to centering their experience and providing opportunities for them to learn, grow and feel empowered by the strength and brilliance of Wabanaki ancestral knowledge.

While working with Wabanaki communities:

1. Avoid intrusive questions early in conversation /relationship or impose your personal values, morals, or beliefs.
2. Do not interrupt others during conversation or interject during pauses or long silences.
3. Do not impose or center yourself over the presence of youth during engagement or teaching opportunities. Earth Camps and mini-camps are opportunities for youth to immerse in the experience and to gain confidence through learning.
4. Do not touch sacred items, such as medicine bags, ceremonial items, hair, jewelry, regalia, or other personal items without consent.
5. It is acceptable to admit limited knowledge about customs and protocols of each Wabanaki Nation, for they all have unique and distinct ways.

6. Meetings, training, and other events that are hosted by the Wabanaki communities may be postponed with limited notice, due to a passing of a tribal citizen. It is custom that all tribal business ceases during a period of mourning. It is important to have this understanding and not pressure for additional information or accommodations during this time.

Responsibilities and Expectations

Leadership & Management:

- Assist the Executive Director in ensuring programmatic excellence, rigorous evaluation, and financial sustainability.
- Assist ED in collaborating with staff and board to maintain high-quality operations in finance, administration, fundraising, communications, and systems management.
- Assist in supporting the engagement of WaYS students, volunteers, board members, community members, and funders.
- Assist in contributing to building and maintaining a strong Board of Directors and actively participate in any committee work.
- Attend monthly meetings with Executive Committee and Executive Director

Fundraising & Communications:

- Assist in supporting efforts to expand revenue-generating activities and fundraising initiatives.
- Assist in contributing to enhancing communications strategies, including web presence and external relations.
- Assisting in building external relationships to identify new opportunities and partnerships.

Grant writing and Grant Administration

- Assist ED in grant administration in multiple grants
- Assist ED in grant writing to sustain an annual budget
- Assist ED to oversee funding applications and ensure compliance with grant requirements

Planning & New Business:

- Assist in building and nurturing partnerships with funders, community leaders at local, state, and national levels.
- With input from the ED contribute to external communications highlighting program successes and promoting WaYS as a model for national replication

Assessments:

- Assist in creating assessment materials to measure program impact and educational value.
- Assist in the development of evaluation tools and processes.

Supervision & Team Management:

- Support the current and future staff and other contracted staff in their roles.
- Assist in recruiting, training, and managing staff, volunteers, and interns.
- Participate with the ED in performance evaluations and development activities.

Other duties as assigned.

Qualifications

Specific requirements include:

- Advanced degree, with at least 10 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Commitment to WaYS mission and goals.
- Experience in organizational management, strategic planning, and budget management.
- Strong communication, interpersonal, and leadership skills.
- Ability to work collaboratively with diverse teams and communities.

Work Environment

Non-profit, Tribal-recognized educational organization. Fast-paced environment with many varied, simultaneous projects. Extensive carrying and lifting of educational materials, tables, and chairs and other educational material (traps, fishing rods, etc). Much of the work will be

working outside with students, Tribal members, Cultural Knowledge Sharers and western science resource professional.

This position is a hybrid position with some field time as well as working remote. There will be some occasional weekends and evenings (mini and earth camp, socials, community meetings)

In the interim, this position will be expected to participate with the internship program, AL crew program, and the in-school and after school program in order to better understand the WaYS staff, programs and pedagogy.

Must be able to carry and lift up to 30 lbs.

Time Commitment:

Full-time salaried position with benefits. Periodic travel to schools and other organizations throughout the Tribal communities in Penobscot, Washington and Aroostook County with possible out of state. Must be flexible to work occasional evenings, weekends and extended hours when needed. Mileage will be reimbursed using the grant mileage reimbursement level.

Hiring preference will be with previous or past WaYS interns.

Criminal background check and drug screening will be required upon hire.

Wabanaki Youth in Science is an Equal Opportunity/At-Will Employer and practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638.

Please send a resume and cover letter to waysprogram@gmail.com no later than Wednesday May 29th at 5 pm.