

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Sustainable Business Specialist  
**Department:** Planning, Economic Development  
**Hourly Rate:** \$25.00-\$28.00(DOQ)      **Full Time:** 40 Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** Economic Development Coordinator  
**Posting Date:** Public  
**Opens:** February 11, 2025  
**Closes:** Open Until Filled



**Summary:** The Sustainable Business Specialist (SBS) is a cross between an entrepreneur and a business coach. The SBS will be responsible for working with Bad River Tribal members and/or the Tribe through facilitating their ambitions to gig, create side hustle incomes, start or improve internet businesses, arts, crafts, and/or food production, local natural resource services, cottage industries, and similar ventures. In addition to encouraging and serving as a resource to entrepreneurs and creatives here in the community, the SBS will collaborate on a team to launch a Tribal enterprise, using resources provided, that builds our local economy in a sustainable manner that incorporates our community's cultural ways. This is an ideal position for someone who believes the best reason to start a business is to do good in the world.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

The job will require a high level of creativity and the ability to push through challenges. The applicant must be able to demonstrate a willingness to make and establish collaborative relationships within the Bad River community, or that they have already established working relationships in the community. This job will require the individual to initiate communication with resource people (e.g. successful small business operators, accountants, etc.) and aspiring entrepreneurs.

- Engage, and develop relationships, with aspiring tribal member entrepreneurs to serve as a sounding board and connect with them on financial, business, and human resources they need to launch or grow a side hustle or venture.
- Support small business development by conducting research on available goods and markets, transportation, and other factors.
- Plan and facilitate workshops for the community on topics relevant to small business entrepreneurs.
- Cross-generational community engagement to facilitate productive conversations around the intersection of dreams, goals, and income.
- Will demonstrate ongoing engagement with a cohort of tribal members engaged in sustainable economic activities.
- Grant administration and reporting, including procurement consistent with the policies and procedures of the Bad River Accounting Department.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

- Associates degree in business or related field preferred.
- To perform this job successfully, an applicant must have some experience starting or running a small business and possess an enthusiastic attitude about community transformation through engagement and collaboration.
- Experience related to business start-up and development, marketing, finance, happiness and wellness, counseling or guidance, etc. is relevant to this position.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position, must possess a valid driver's license, and meet eligibility for Tribal insurance.
- Must be able to work independently using work plans developed in collaboration with the supervisor and Planning Department team.
- Must be able to develop and maintain effective working relationships with others and work as a team member.
- Must have natural or learned skills in shoestring marketing, promotion, and event planning/execution.
- Demonstrated capacity to make deadlines.
- Good written and oral communication skills.
- Able to keep records, write brief reports, and maintain budgets.
- Should be comfortable with website development, apps, online sales, and analytics.
- Proficiency with Microsoft Suite and bookkeeping tools such as QuickBooks Qualification.
- Must maintain strict confidentiality in all department and client matters as appropriate.
- Familiarity with Slow Money, Slow Food, Sirolli Institute, or Chris Guillebeau is a plus.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Language Skills:**

Strong computer skills.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)