

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: LTE Bad River Library Coordinator (1.5 YR Position)

Department: Education

Hourly Rate: \$25.00

Part Time: 20 Hours per Week

Exempt: No, Hourly

Supervisor: Education Director

Posting Date: Public

Opens: February 5, 2026

Closes: February 25, 2026 at 4:30 p.m.



Summary: This position is currently offered for 1.5 years on a part-time basis. The Library Coordinator will perform tasks conducive to the set up and programming of the new Bad River Library space. The position will be housed in the Cultural & Education Center, in the Library space. The Library Coordinator will work closely with the Education Director to complete the following Essential Duties and Responsibilities.

Essential Duties and Responsibilities include the following.

- Design a system to offer a rotating Adult Fiction & Non-Fiction section.
- Maintain a book inventory using the iLibrary system, including bar-coding all books and entering them into the system, shelving books and ordering new books.
- Assist Tribal members with access to Library laptops, including assisting with job search, resume' writing, etc.
- Continue a strong relationship with the Vaughn Library and the Northern Waters Library Service.
- Continue a strong relationship with the School District of Ashland Librarians, including working on programming partnerships and Library events for Tribal youth.
- Work with UW-Extension staff to get the Literacy Link program re-booted.
- Work with the Education Director on a variety of programming including book clubs and reading challenges for Adults and Youth, community surveys and tutoring for reading.
- Research grants that would allow for continued Library Coordinator staffing.

**Position may include some evenings and Saturdays.

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 and a familiarity with American Indian authors/books, both historical and contemporary, is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required: Associate Degree in Library and Information Technology.

Preferred: A Bachelor's degree in Library Science.

Other Skills and Abilities:

Required:

Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

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 position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Strong computer skills, good communication and teamwork.

Reasoning Ability:

Experience working with children, elderly and American Indian communities.

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 physical 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

HRassistant@Badriver-nsn.gov