Special Advisor to the President on Indigenous Affairs/Longhouse Director

Priority consideration date: January 11, 2019



**The Position**

This position will be responsible for overseeing ʔaʔkʷustəŋáw̕tx House of Learning, Peninsula College Longhouse and all Peninsula College programs and initiatives related to Indigenous students and cultures. S/he will effectively foster and develop relationships with tribal nations and their members on behalf of Peninsula College.

**The College**

Located in the northwest corner of the United States, Peninsula College is nestled in the foothills of the Olympic Mountains. The main campus in Port Angeles, Washington, overlooks the Strait of Juan de Fuca and the nearby city of Victoria, British Columbia, and has easy access to the Pacific Ocean, Olympic National Park, and Seattle. It is arguably the most beautiful community college setting in the United States. The region is also home to six Native American tribal reservations, which are dispersed across the North Olympic Peninsula.

As a public comprehensive community college with baccalaureate-granting authority, Peninsula College is highly regarded by businesses, schools, and community partners for its culture of innovation, high academic standards, and strategic vision.  The College is part of the 34-college Washington State Community and Technical College System and is accredited by the Northwest Commission on Colleges and Universities.

The College serves more than 4670 students (1400 FTE) through its main campus and Port Townsend and Forks campuses, its correctional facilities, community education, and its online course offerings.  The College community is vibrant, engaged, and known for its commitment to serving the diverse needs of the local communities across its 3,600 square mile service district.

The College culture is defined by its Guiding Principles and its shared governance model, which values respect, open and honest communication, integrity and collaboration.  The College is a leader in the Guided Pathways work in Washington State, and is deeply engaged in creating institutional change to support this vision. The College is highly regarded as a warm and welcoming place. Click here for a [video about Peninsula College.](https://youtu.be/W_hq2CqWW1Y)

**Essential Functions**

* In concert with the Peninsula College President, serve as the central ambassador for Peninsula College in expanding and stewarding strong relationships and effective collaborations with the six tribal nations the college serves: Hoh, Quileute, Makah, Port Gamble S’Klallam, Jamestown S’Klallam, and Lower Elwha Klallam.
* Ensure effective, culturally appropriate, and coordinated Peninsula College outreach to tribal nations and Indigenous populations (i.e. Peninsula College tribal outreach communications across the institution will be coordinated via the Longhouse Director). S/he will ensure effective communication across multiple constituencies within each tribe including families, education partners, and Tribal Councils.
* Coordinate the engagement of the Peninsula College President as needed in communications with Tribal Councils to ensure respectful, appropriate interaction with Tribal Councils.
* Advise the College President and Cabinet on programming and initiatives that are designed to help improve outreach, retention, and graduation rates of Indigenous students.
* Advise the Peninsula College campus community in culturally relevant and responsive approaches in working with Indigenous families, education partners, and councils.
* Develop and implement cultural competency training programs for the campus community specific to Indigenous populations.
* Cultivate and maintain internal partnerships within the Instruction and Student Services divisions to better integrate local Indigenous Knowledges and culturally responsive student engagement strategies across the curriculum and student support services.
* Coordinate with Title III Project Director and Activity Directors to ensure the timely completion of Title III grant goals related to culturally relevant wayfinding improvements, Longhouse facilities improvements and embedding the Longhouse, its programs, and Local Indigenous Knowledges across the curriculum.
* Collaborate effectively with the Peninsula College Director of Planning and Resource Development and the Executive Director of the Peninsula College Foundation to develop programs/partnerships that attract public and private investments to sustain the Longhouse and its programs.
* Apply the College’s Guiding Principles to interactions with others and in accomplishment of job duties.
* Complete required Time and Effort reporting, as this position is compensated, in whole or in part, by a federal grant.
* Other duties as assigned.

**Duties of the position require knowledge, skills and abilities**

* Knowledge and experience developing culturally relevant learning opportunities.
* High level of cultural competence in working effectively with Indigenous populations.
* Demonstrated commitment to diversity, equity, and inclusion.
* Effective communication skills-written and oral.
* Comfortable using long distance communication technologies (e.g., video conferencing).
* Problem-solve, including identifying problems and possible solutions and evaluating solutions.
* Excellent written and verbal communication skills.
* Some travel may be required; valid driver’s license required.
* Ability to build positive relationships with internal and external stakeholders.

**Duties of the position require previous experience**

* Experience working with Indigenous communities.

**Preferred Qualifications**

* Six or more years of experience working with Indigenous communities.
* Knowledge of the principles of Indigenous Ways of Knowing.
* Fundraising, grant writing and/or grants management experience.
* Experience working with Tribal Councils.

**Required physical abilities**

* Requires sitting, keyboarding, or standing for extended periods of time.
* Drive long distances.

**Required work schedule and work environment**

* Position is normally scheduled Monday through Friday; normal hours of operation.

**Required education or certificates**

* Master’s degree or higher in education, social sciences, or related field.

**Employment Terms**

* Annual full time, exempt position.
* Starting salary: $72,000
* Excellent benefits package including medical, dental, life, and long-term disability insurance; paid vacation and sick leave; retirement plan options; optional credit union and tax deferred annuity programs.  Peninsula College contributes $916.00 per month towards the cost of the Washington State employee insurance programs.  The college also supports professional development.
* Peninsula College is a qualified employer for the [PSLF](https://ofm.wa.gov/state-human-resources/public-service-loan-forgiveness-program) program. If you work for the College full time, have had Direct Loans and are on an eligible repayment plan, you are eligible to apply.
* Full-time employees are eligible to apply and participate in the Peninsula College Employee Tuition Program.
* In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
* Prior to a new hire, a background check including criminal record history will be conducted.  Information from the background check will not necessarily preclude employment but will be considered in determining the applicant’s suitability and competence to perform in the position.

**Application Procedure**

A complete application file will include:

* a college employment application,
* a letter of application addressing specific qualifications of this position,
* a current resume,
* unofficial transcript of terminal degree, and
* three current professional references qualified to assess your experience and ability to perform the duties specified. Please include references’ email addresses and telephone numbers.

Application materials may be submitted by mail or email to:

 Human Resources

 Peninsula College

 1502 E. Lauridsen Blvd.

 Port Angeles, WA 98362

 Phone: (360) 417-6298

 Email: pchr@pencol.edu

Applications submitted electronically will be accepted without signatures.

Peninsula College does not discriminate on the basis of race, creed, color, religion, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, genetic information, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. Coordination of compliance is the responsibility of the Human Resources Officer, PC HR Office, (360) 417-6212

**Peninsula College is an equal opportunity employer.**