

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Executive Director of Community Operations
1 Full-time, Exempt

All REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Complete Keweenaw Bay Ojibwa Community College Application
- Three Current Letters of Recommendation
- Resume
- Cover Letter
- Copy of Unofficial College transcripts
- Copy of Driver's License
- If you are Native American/Indigenous, you must attach a copy of Tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402

OR

email hr@kbocc.edu with all documentation

Official KBOCC applications on our website:

<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

JOB DESCRIPTION

POSITION: Executive Director of Community Programs (full-time)

LOCATION: Keweenaw Bay Ojibwa Community College

SUPERVISORY CONTROL: President

SALARY: Grade 15 (\$29.00-\$42.74 per hour/commensurate based on experience)

SUMMARY:

The Executive Director of Community Programs provides visionary leadership, strategic direction, and operational oversight for the College's community-based and external-facing programs. This position leads and supports departmental managers and supervisors for the following programs: Little Eagles, Ojibwa Early Learning Center (OELC), Three Sisters Café, Land Grant Programs, and Marketing and Communications. The Executive Director is responsible for strengthening community engagement, advancing culturally grounded programming, and cultivating partnerships that support student success, workforce development, and Tribal sovereignty.

The Executive Director ensures programs align with the College's mission, values, and strategic priorities while honoring Tribal culture, language, and traditions. This role serves as a key liaison between the College, Tribal leadership, community organizations, funding agencies, and the public.

QUALIFICATIONS:

- Master's degree in Education, Public Administration, Community Development, or a related field.
- OR**
- Bachelor's degree in Education, Public Administration, Community Development, or a related field.
 - Minimum of five (5) years of progressively responsible leadership experience.
 - Experience working in a Tribal College or University (TCU) or higher education setting preferred.
 - Experience overseeing early childhood education programs, Land Grant initiatives, food service operations, non-profit programs, or community engagement and outreach.
 - Knowledge of grant-funded programs, including compliance, reporting, and performance measures.
 - Familiarity with accreditation, institutional effectiveness, and strategic planning processes.
 - Strong leadership, organizational, interpersonal and communication skills.
 - Must be physically able to operate a computer, office equipment, telephone, etc.
 - Prepare forms and reports using prescribed formats.

- Ability to always maintain confidentiality.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.
- Valid Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance.
- Possesses minimum standards of character:
 - Must not have been found guilty of, or entered a plea of nolo contendere or guilty, to any felonious offense or two or more misdemeanor offenses (under Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

Crimes of violence	Sexual Assault
Molestation	Exploitation
Contact with or prostitution	Crimes against people
Offenses committed against children	Child abuse or neglect

DUTIES and RESPONSIBILITIES:

- Oversee the planning, implementation, and evaluation of community-based programs, including early childhood education, food services, Land Grant initiatives, and marketing and communications.
- Ensure programs are culturally grounded, responsive to community needs, and aligned with the College's mission and strategic goals.
- Develop, implement, and assess program goals, outcomes, and continuous improvement efforts.
- Serve as a primary liaison between the College and community organizations, government agencies, regulatory bodies, and funding partners.
- Represent the College at community meetings, events, and public forums as needed.
- Provide oversight of departmental budgets, expenditures, and financial planning.
- Support grant development, implementation, compliance, and reporting for community-based and Land Grant programs.
- Collaborate with senior leadership to integrate and align community programs with the institution's mission and strategic plan.
- Provide strategic oversight to ensure marketing and communications efforts across both internal and external platforms accurately reflect the College's mission, culture, and community impact.
- Oversee operational policies related to food service, staffing, scheduling, budgeting, and vendor management.
- Ensure compliance with applicable health, safety, and food service regulations.
- Collaborate with academic programs, Land Grant staff, and community partners to support experiential learning, workforce development, and student employment opportunities.
- Promote culturally grounded food practices and community engagement through café programming and outreach.
- Monitor grant budgets, timelines, and performance outcomes.
- Supervise, mentor, and evaluate department directors and managers; foster a culture of collaboration, professionalism, and continuous improvement.

- Develop and manage operational budgets; monitor expenditures and ensure fiscal responsibility.
- Communicate operational updates clearly to employees and stakeholders.
- Participate in college and community events as appropriate.

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American/ Indigenous descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

DEADLINE TO APPLY: Internal posting closes February 24, 2026, at 4:30 p.m.

External recruitment will begin February 25, 2026, and remain open until filled.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE:

Submit an official KBOCC application, and all documentation required on the cover page of job description to:

Human Resources
Keweenaw Bay Ojibwa Community College
770 N. Main Street L'Anse, MI 49946
OR
email hr@kbocc.edu with all documentation.

Official KBOCC application on our website:
<http://www.kbocc.edu/employment/>