

Program Support Specialist

Organization: Midwest Indigenous Immersion Network (MIIN)

Reports to: Director of Operations

FLSA Status: Exempt

Employment Type: Full-Time Starting August 31st 2026

Location: Remote (Minnesota)

Salary Range: \$60,000-\$75,000



Organization Overview

MIIN is a Native American led; MN based 501c3 dedicated to the revitalization of the Ojibwe, and other indigenous languages. Our mission is to assist Ojibwe language programs to communicate and collaborate to collectively address common needs. To support our network, we organize, and facilitate professional development opportunities, learning material creation, sharing and distribution, recruitment of staff and students, and the collection of educational data.

Position Overview

The Program Support Specialist will play a critical role in expanding and strengthening the organization's connection with the community. This position is responsible for assisting the Community Outreach Officer in developing and implementing outreach strategies, fostering relationships with community members, collecting and analyzing data, and promoting the organization's mission and programs. This position is also responsible for assisting the Adult Education Manager and Curriculum Coordinator. The ideal candidate will be a dynamic communicator with a passion for community.

Key Responsibilities

- Support the implementation of organizational initiatives focused on Ojibwe language revitalization, including outreach, education, and program development
- Assist the Community Outreach Officer in developing and executing community engagement and outreach strategies
- Build and maintain strong relationships with community members, partner organizations, and stakeholders
- Support professional development events, workshops, and training
- Assist with student recruitment efforts and engagement activities
- Collaborate with the Curriculum Coordinator to support curriculum development and program delivery
- Contribute to the creation, organization, and distribution of educational materials and resources
- Collect, manage, and analyze program data to support evaluation and reporting efforts
- Provide administrative and logistical support for programs, meetings, and events

Qualifications

Education and Experience:

- Bachelor's degree
- Experience working with Ojibwe communities and understanding of cultural competence
- Valid driver's license
- Experience supporting programs, events, or community-based initiatives

Skills and Abilities:

- Excellent communication and interpersonal skills

- Strong organizational and time-management skills
- Proficiency in Google Workspace and similar tools (Canva, Microsoft Office, etc.)
- Ability to manage multiple tasks and prioritize effectively
- Strong problem-solving skills and attention to detail
- Ability to work independently and as part of a team
- Proficiency or knowledge of the Ojibwe language/customs is a plus

Personal Attributes:

- Commitment to the mission and values of MIIN
- Proactive and self-motivated with a positive attitude
- Flexibility and adaptability in a dynamic work environment
- Professionalism and integrity in all interactions
- Passion for community engagement and social justice

Application Process:

Please send your resume or cv, with cover letter and references to Nicole Cobenais McMahon, nicole@miinojibwe.org by Friday, June 26th 2026.