

**Bay Mills Indian Community**  
Brimley, Michigan 49715  
**Grand Traverse Band  
of Ottawa & Chippewa Indians**  
Suttons Bay, Michigan 49682  
**Hannahville Indian Community**  
Wilson, Michigan 49896  
**Saginaw Chippewa  
Indian Tribe**  
Mt. Pleasant, Michigan 48858  
**Little Traverse Bay  
Bands of Odawa Indians**  
Harbor Springs, Michigan 49740  
**Nottawaseppi Huron  
Band of The Potawatomi**  
Fulton, Michigan 49502



**Keweenaw Bay Indian Community**  
Baraga, Michigan 49908  
**Lac Vieux Desert Band  
of Lake Superior Chippewa**  
Watersmeet, Michigan 49969  
**Sault Ste. Marie  
Tribe of Chippewa Indians**  
Sault Ste. Marie, Michigan 49783  
**Pokagon Band of Potawatomi Indians**  
Dowagiac, Michigan 49047  
**Match-E-Be-Nash-She-Wish  
(Gun Lake Tribe)**  
Dorr, Michigan 49323  
**Little River Band  
of Ottawa Indians**  
Manistee, Michigan 49660

*ITC is an equal opportunity provider, and employer.*

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2956 Ashmun Street, Suite A, Sault Ste. Marie, Michigan 49783  
Phone: (906) 632-6896 Main Fax: 906-632-1810

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## **NOTIFICATION OF JOB OPENING**

Open/Closed Competitive

**Job Title:** Program Manager (full-time permanent)  
**Department:** Health Education  
**Location:** ITC Central Office, Sault Ste. Marie MI

The Inter-Tribal Council of Michigan, Inc. (ITC) is a state chartered 501 C3 non-profit organization consisting of twelve federally recognized Indian Tribes in Michigan. We offer a variety of services such as Child & Family, Educational, Employment and Health Services. Full-time permanent positions receive group term life insurance, short and long-term disability insurance, health insurance (BCBS) and a 401(K) Retirement plan. ITC also provides paid leave each year for 14 holidays, 3 personal days, minimum of 13 days vacation and 13 days sick for eligible employees/programs. Please visit our website at [www.itcmi.org](http://www.itcmi.org)  
Equal Opportunity Employer.

### **Job Summary:**

This position will manage several health promotion disease prevention programs focused on breast and cervical cancer prevention and control, colon cancer screening, commercial tobacco cessation, and cancer survivorship. The Program Manager will facilitate formal agreements with participating tribal health systems, monitor program budgets, provide training and support for implementation of evidence based interventions and patient navigation services within the respective tribal health systems.

### **Job Specifications:**

Bachelor of Science in Nursing, Health Education, Community Health, or related field required. Master's in Public Health preferred. Previous work experience in clinical settings working with providers preferred. Excellent interpersonal communication and organizational skills required. Strong computer skills necessary: including word processing, excel, powerpoint, webinar platforms and electronic file management. Must have valid driver's license and able to travel. Preference given to qualified Native Americans.

**Send** resume, transcripts, and verification of Native American status (if claiming preference) to:

Inter-Tribal Council  
ATTN: Wendy Belleau  
2956 Ashmun Street Suite A  
Sault Ste. Marie, MI 49783

Phone: 906-632-6896 x 109  
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Email: [wendybp@itcmi.org](mailto:wendybp@itcmi.org)

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**Closing Date:** 02/14/2018

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