

Request for Qualifications: Doyon Foundation’s Mentor-Apprentice Program Consultant

Deadline: ~~1/18/2022~~ Deadline extended through Friday, January 21, 2022

Position type: Independent Contractor

Requirements: Online application, resume, letter of intent

1. Project Scope

Doyon Foundation’s Mentor-Apprentice Program (“MAP”) will increase the number of learners in the Doyon Region who are proficient speakers of their Native language. This endeavor is funded by a grant from the Administration for Native Americans (ANA) and will run from 9/30/21-6/30/24. MAP has three objectives:

1. **Objective 1:** By end of June 2022, create and approve a framework and guidelines for how MAP will operate.
2. **Objective 2:** By the end of June 2024, 18 language learners from the Doyon Region will complete a year-long apprenticeship of a minimum of 260 hours with a fluent speaker of their Native language and gain at least one level of proficiency.
3. **Objective 3:** By the end of June 2024, at least 75% of the language learners who participate in an apprenticeship will formally contribute to their language community by providing 120 volunteer hours, each, developing new Doyon Languages Online materials or lessons and/or supporting a language nest, culture camp, or another learning environment.

2. Project Background

Doyon Foundation was established by Doyon, Limited as a separate nonprofit charitable organization in 1989. Doyon Foundation’s mission is to provide educational, career and cultural opportunities to enhance the identity and quality of life for Doyon shareholders and their descendants. Doyon Foundation carries out its mission by providing basic and competitive scholarships, working with organizations to place interns and advancing traditional Native knowledge by partnering with various organizations.

In September 2021, Doyon Foundation received a three-year \$812,142 grant from the Department of Health and Human Services- Administration for Native Americans- to expand language revitalization efforts through a Mentor-Apprentice Program. MAP will be open to learners from all ten Doyon languages: Benhti Kokhut’ana Kenaga’ (Lower Tanana), Deg Xinag, Denaakk’e (Koyukon), Dihthâad Xt’een Iin Aandëeg’ (Tanacross), Dinak’i (Upper Kuskokwim), Dinjii Zhuh K’yaa (Gwich’in), Hän, Holikachuk, Inupiaq, Nee'aanëgn' (Upper Tanana).

3. Position Overview and Scope of Work

The responsibilities of the MAP Consultant will vary over the lifetime of the grant as the program advances from preparation to implementation to closing. In coordination with the Doyon Foundation team, the MAP Consultant is responsible for the following deliverables:

1. Year one (9/30/21-6/30/22)- Development of:
 - a. Mentor-Apprentice handbook
 - b. Plan and protocols for community gatherings
 - c. MAP evaluation materials
2. Year two (7/1/22-6/30/23):
 - a. Implement training for Cohort 1
 - b. Provide monthly check-in and support meetings with Mentor-Apprentice teams
 - c. Co-facilitate four community gatherings through the year, in-person or virtually
 - d. Provide final assessment of Cohort 1 Apprentices
3. Year three (7/1/23-6/30/24):

- a. Implement training for Cohort 2
 - b. Provide monthly check-in and support meetings with Mentor-Apprentice teams
 - c. Co-facilitate four community gatherings through the year, in-person or virtually
 - d. Provide final assessment of Cohort 2 Apprentices
4. Other duties as assigned, including, but not limited to: public speaking, Program promotion and education, preparing and submitting Program reports, time and expense reporting, and Program record keeping.

The MAP Consultant is envisioned as flexible (15-25 hours per week during Year one, 15-25 hours per month Year two and three). The Consultant will be an independent contractor working under a written Consulting Services Agreement. The MAP Consultant will be responsible for the payment of all applicable federal, state or local income or other employment taxes and withholdings on payments received for services. Payment for services will be made based on successful completion of agreed upon deliverables, set out in the Consulting Services Agreement. As an independent contractor, Consultant will be responsible for providing his/her/their own health insurance as required by the Patient Protection and Affordable Care Act or other applicable law; no benefits will be provided by the Foundation or the ANA grant, for this position.

4. Qualifications

The MAP Consultant will serve as an expert on the Mentor-Apprentice model and provide guidance for the creation of program materials and facilitation of community gatherings. Applicants should have first-hand experience with the MAP model and be willing and able to work with all organizations and communities in the region, to help perpetuate Doyon region languages and culture. The ideal candidate will be flexible in the face of challenges and sensitive to the history of language oppression in the region. In addition, applicants must be able to manage their time to meet the expectations and requirements of the MAP grant without exceeding outlined budget. Budgets vary depending on the services addenda, which will be included in the selected candidate's final written Consulting Services Agreement.

Preferred qualifications include:

- Experience and knowledge of Alaska Native cultures
- Experience and knowledge of Doyon Region Native language(s) strongly preferred
- Experience with federal grant reporting strongly preferred
- Proficiency in English writing, spelling and grammar
- Personal computer proficiency with Microsoft Word, Outlook, Excel and PowerPoint strongly preferred
- Basic math and budgetary skills

The MAP Consultant position requires work to be in Fairbanks, Alaska, with some travel by car, small plane, or boat to various remote villages and locations in the Doyon Region, therefore, a valid driver's license is required. The MAP Consultant may also be required to telework from a home or other self-provided office. The Consultant must provide, at his/her/their own expense, office equipment and supplies, including a computer/laptop with sufficient performance and security features, and an Internet connection, adequate to meet Foundation IT provider requirements.

Physical Requirements:

Working Environment: The MAP Consultant work is performed with a wide variety of people with differing functions, personalities and abilities. Work is generally performed in a self-provided or other office environment, except when traveling to remote locations.

Physical Demands: The work is generally sedentary, requiring routine walking, standing, sitting, bending and carrying items weighing less than forty pounds. Applicant must be physically and mentally able and willing to travel in a small plane or boat to remote village locations.

Reasonable Accommodation: Any applicant who is experiencing a disability within the meaning of the Americans With Disabilities Act or other applicable state, federal or local law, who wishes to request a reasonable accommodation should contact Lucy Miller at 907.459.2048.

Title VII Compliance: In accordance with applicable law and Doyon Foundation policy, preference in selection of the MAP Consultant will be given to qualified Alaska Natives from the Doyon Region, or other Alaska Natives. Other than as allowed or required by the terms of the ANA grant or applicable law, Doyon Foundation complies with Title VII of the federal Civil Rights Act of 1964 and other applicable Alaska State and local civil rights laws; and does not discriminate in the selection of candidates based on race, religion, country of national origin, sex, sexual orientation, gender identity or transgender status, age, disability, status as a veteran or any other classification protected by law.

5. Selection

A review committee comprised of representatives from the Doyon Foundation will review submitted materials. Applications will be evaluated for relevant work experience, familiarity with Alaska Native language and culture, knowledge of the MAP model, and technical skills. Selected candidates will be asked to interview with the Doyon Foundation review committee to further discuss relevant experience and contract details. Candidates may also be asked to provide examples of previous work with handbook development or workshop leadership. Qualified applicants must pass a background check.

6. Application Process

Interested applicants should carefully review the timeline and application instructions below. Please note that incomplete applications will not be reviewed.

RFQ Posting Date	1/4/2022
RFQ Closing Date	1/18/2022 (unless extended)
Interviews and Candidate Question & Answer Period	1/20-2/1/2022
RFQ Awarded	2/4/2022
Approximate Consultant Start Date	2/14/2022

The application consists of three parts:

1. Resume
2. Letter of Intent
3. Online Application

The online application and portal for submitting documents is available through the link below:

APPLY HERE

For more information

For more information on Doyon Foundation and Doyon Foundation's Mentor-Apprentice Program, please contact Lucy Miller at millerl@doyon.com or Allan Hayton at haytona@doyon.com or 907.459.2162