



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

CHAIRMAN
Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Special Projects Coordinator

Location: White Earth

Pay: NEG

Benefits: Full

Open: 05-08-17

Close: 05-19-17

Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate will be responsible for assisting economic development division with various projects concerning the advancement of development on and off the reservation. Implement effective economic development strategies that improve the overall economic conditions for residents of the White Earth Reservation.

Work with Economic Development Grants department and communicate with other internal divisions and external organizations to manage services and coordinate actions.

- Act as a liaison between Economic Development Division, White Earth Nation Division and White Earth Reservation community at large.
- Compile applicable agreements, and applications for all state, and federal grants.
- Work with statistician and gather and compile required statistics.
- Research and assist White Earth divisions and programs with funding challenges.
- Support and promote the culture, history and rights of Anishinaabeg people and in particular; the White Earth Reservation.
- Coordinates projects as assigned to assist with event coordinating, fiscal monitoring and other various tasks to enhance programs and projects ion positive image for White Earth Reservation.
- Represents White Earth Reservation through contract with various external agencies including local, state and federal.
- Communicates with internal and external sources to ensure programs and division are represent in a positive and professional matter.
- Work in conjunction with community organizations, State and Federal representatives for the betterment of White Earth Reservation's social and economic conditions.
- Assist with contract negotiation and agreements with other agencies and organizations.
- Establishes and initiates short and long range goals and recommendations to align strategic goals, organizational objectives and divisional resources to establish effective project outcomes.
- Assists various departments with budget preparation and reporting in accordance to established policies and procedures to ensure the best use of program funds.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Thorough knowledge of bookkeeping, maintaining records and transactions and how they affect accounts.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of financial statements (analytical and transactional), including budgeting.
- Ability to prepare comprehensive financial statements including balance sheet and profit & loss statement. Ability to process payroll, including payroll taxes.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- Skill in the operation of a personal computer, including related software such as Microsoft Office, (Word, Excel, PowerPoint, Outlook) and in the operation of office equipment, including: copies, fax machines, and/or 10 key adding machines.

Qualifications:

- Bachelor's degree (B.A.) from a 4 – year institution in Economics, Business, Natural Resources, Public Policy & Administration or a related filed and to (2) years' experience in project coordination; or equivalent combination of education and experience.
- Preferred: Bachelor's degree from a 4-year intuition in Economics, Business, Natural resources, Public Policy & Administration or related field and two (2) years' experience in project coordination in non-profits, tribes or government agencies; or equivalent combination of education and experience.
- Valid Driver's license and insurances for travel between sites and other business related destinations.

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

