



# White Earth Reservation Tribal Council

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**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:** CACFP/Grants Compliance Coordinator

**Location:** White Earth

**Pay:** \$17.31/hr.

**Benefits:** Full

**Open:** 07-17-17

**Close:** 07-28-17

**Status:** Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for coordinating health, safety and nutrition requirements in compliance with the State of MN child and Adult Food Care Program (CACFP) and Boys & Girls Clubs of America Curriculum requirements. This position also responsible for grant management duties.

- Coordinate and Manage the Child and Adult Food Care Program requirements for all White Earth Reservation Boys & Girls Clubs and grant compliance and reporting for B&G of America grants.
- Provide resources, training and Monitoring.
- Maintain records and gather information for reports to meet tribal, state and federal requirements.
- Coordinate and manage programs funded by federal, state and private funds/grants.
- Performs other duties and responsibilities as required or assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education department and the Boys & Girls Club Organization.
- Basic Knowledge of grant writing, reporting
- Skilled in strong communication.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet, Web design and database systems.
- Knowledge of administrative and clerical procedures.
- Ability of time management.

### **Qualifications:**

- Associates Degree in business administration, education, accounting or related field or (2) years of experience working in a related field supplemented by on the job training and work experience including your programming.
- Valid Driver's License and insurance for travel between sites and other related businesses.
- Must be able to pass a drug screening at hire and throughout the year.

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

**Download Applications at:** [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference.*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.*