



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: Early Childhood Community Outreach Specialist

Location: White Earth

Pay: \$19.26/hr.

Open: 08-07-17

Close: 08-18-17

Status: Full Time

Benefits: Full

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for coordination community outreach, building capacity and promoting high quality early childhood/child care services and opportunities throughout the White Earth Reservation.

- Responsible for creating collaborative efforts towards a comprehensive early childhood system/services throughout the White Earth Reservation.
- Responsible for maintaining a regular on-going presence in the community through face-to-face meetings, presentations, publications and local media (news articles, radio, newsletters.)
- 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.
- Skill in using personal computers and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Ability to communicate effectively, both orally and in writing with co-workers, staff and administration.
- Knowledge of learning/training methods of adult learners.
- Knowledge of curriculum components.
- Knowledge of child care licensing requirements.
- Knowledge of marketing strategies.
- Ability to write professional correspondences.
- Ability to work with children and adults in one-on-one or group settings
- Ability to be an unwavering early childhood advocate.
- Strong facilitation skills: presenting ideas, listening, clarifying, probing for understanding, self-awareness, ability to self-correct and respect for ideas of other. Demonstrated ability to think quickly, improvise and adjust to the needs of other.
- Knowledge and experience with early education programs and systems, especially Head Start, Early Head Start or Child Care.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Strong facilitation skills: Presenting ideas, listening, clarifying, probing for understanding, self-awareness, ability to self-correct, and respect for ideas of others. Demonstrated ability to think quickly, improvise and adjust to the needs of others.

Qualifications:

- **Associate degree in Early Childhood or related field preferred and two (2) years' experience in working within the early childhood field.**
- **Knowledge and experience with early education programs and systems, especially Head Start, Early Head Start or Child Care.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

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

Download Applications at: 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.