



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

---

## Job Announcement

**Position:** Special Projects Coordinator

**Location:** White Earth RBC

**Pay:** \$41.57/hr.

**Benefits:** Full Time

**Open:** 09-05-18

**Close:** 09-18-18

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible to assist the Executive Director in the formulation of policies and strategies to provide overall direction to the White Earth Reservation programs and services.

### Position outcomes:

- Assists with establishing and initiating short and long-range goals and recommendations affecting departments or programs to conform with organizational wide objectives.
- Assists the Executive Director with the coordination of operational and administrative activities throughout the entire Reservation and organization.
- Assists in overseeing various aspects of multiple departments to ensure program objectives are met and scope of work completed.
- Assists in overseeing and reviewing multiple departmental budgets and expenditures in accordance to established policies and procedures to ensure the best use of program funds.
- Coordinates projects as assigned by Executive Director to ensure the Reservation has a positive image.
- Oversees the BIA Self Governance Program to ensure the Tribe's program benefits are maximized.
- 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 Reservation Business Committee.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, human resource modeling, and the coordination of people and resources.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to monitor and/or assess performance of others and programs or the entire organization to make improvements or take corrective actions.
- Ability to write reports, business correspondence and/or procedure manuals.

### Qualifications:

- **Bachelor's degree (B.A. or B.S.) from an accredited university in Administration, Business, Management or related field and four (4) or more years' experience in higher level administration, or supervision; OR equivalent combination of education and experience preferred. Equivalent combination of education and/or experience within a Tribal organization can be combined to meet the necessary qualifications.**

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*