



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

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## White Earth Reservation Tribal Council Job Announcement

**Position:** Boys & Girls Club Administration Assistant I

**Location:** Mahnomen

**Pay:** \$19.45/hr.

**Benefits:** Full

**Open:** 12-09-24

**Close:** Until filled

**Status:** Full-Time

The White Earth Reservation Business Committee is seeking a qualified candidate to provide the initial contact for all employees, visitors, parents, club members. This initial contact includes greeting, assisting, and providing direction and information as required. This position also supports the clerical and administrative support to the department to ensure efficient operations.

### Position Outcomes:

- Greets all club members, visitors, employees, and community members in a welcoming, professional manner, making them feel comfortable while they wait.
- Performs administrative and clerical support tasks.
- Performs basic filing and recordkeeping.
- Provides advance level clerical duties.
- 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 Boys and Girls policies and procedures.
- Knowledge of basic understanding and knowledge of administrative and clerical procedures and systems.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operation of a multi-line telephone system.
- Skilled in the operation of office equipment, including copiers, fax machines, and/or adding machines.
- Skilled proficient with Microsoft Office Suite or related software.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

### Qualifications:

- High School diploma or general education degree (GED)
- AA Preferred.
- Valid Driver's license and insurance for travel between sites and other business related destinations.
- Must be able to pass a criminal background check and drug screening.

### Send applications to:

White Earth Reservation Business Committee  
Attn: Human Resources  
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  
Background Checks performed