



WHITE EARTH RESERVATION

CHAIR Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

Job Announcement

Position: Head Start Parent, Family and Community Engagement Coordinator I or II

Location: White Earth

Pay: \$26.13/\$30.65/hr. DOQ

Benefits: Full

Open: 01-27-25

Close: Until filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the coordination of (PFCE) service areas to ensure compliance with the federal office of Head Start Performance Standards, Tribal and State Regulations pertaining to the Parent, Family & Community Engagement Service Plan including coordinating parent, family volunteer participation; training for Head Start parents and caregivers; and collaboration with schools, LEA'S and other community partners for Head Start and Early Head Start.

Position out Comes:

- Maintain all Policy Council/Parent Committee/In-kind records to assure all relevant issues are presented and meeting records fulfill requirements.
- Organize and facilitate the Policy Council meetings and Parent Committee meetings to promote efficiency of administrative detail.
- Organize training opportunities for the Policy Council and Parent Committees and teach parenting classes with implementing parenting curriculum that is culturally sensitive.
- Maintain and revise the PFCE Service Plan to ensure compliance with Federal, Tribal, and State regulations.
- Provide training to the Family Service Advocates; Includes Family Service Credential.

Knowledge, Skills, and Abilities:

- Knowledge of and principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of Ojibwe language. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge of principles and processes for providing customer and person services, and evaluation of customer satisfaction.
- Knowledge of administrative and clerical procedures and systems such as word processing, computer proficiency, data management systems, data entry, management systems, data entry, managing files and records, designing forms, and other office procedures and terminology.
- Skilled in teaching others how to do something.
- Skilled in Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action including time management.

Qualifications:

- Bachelor's degree in early childhood Education, Human Services or other related field. Previous work with children and families preferred.
- Flexibility to work occasional evenings.
- Valid MN Driver's License and proof of insurance for travel between sites and other business-related destinations. (Level 1).
- Valid CDL License with bus endorsement or upon achievement upon hire for travel between sites and other business-related destinations. (Level 2).

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
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.