



WHITE EARTH RESERVATION

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

Job Announcement

Position: Education Division Project Assistant

Location: White Earth Head Start

Pay: \$23.23 DOQ/hr.

Benefits: Full

Open: 02-17-2025

Closes: Until Filled

Status: Full-Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who is responsible as Project Assistant functions as a pivotal point of support for the Project Manager and the White Earth Indigenous Education for all (IEFA) Project team members, ensuring steady progress and adherence to schedules. This position is fundamental in proving the necessary groundwork that aids in smooth project execution, highlighting its substantial impact on the overall success of project outcomes.

Position Outcomes:

- Provides administrative support as needed, including managing calendars, scheduling appointments, and managing documents and correspondence.
- Ensures standards and requirements are met through quality assurance tests.
- Acts as a liaison between stakeholders.
- Works alongside Project Manager to gather data and/or artifacts related to White Earth History.
- Assists in Managing budget for project expenditures.
- Maintaining comprehensive project documentation, plans and reports.
- Other Duties as assigned.

Knowledge, skills & Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal council and the Head Start.
- Knowledge of Minnesota's PreK-12 educational systems.
- Skilled in the operation of a personal computer, including related software such as Microsoft office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- Associates degree with (2) two years' experience in Education, or White Earth Eminence Credential.
- Valid driver's license, transportation, and insurance to travel between work sites and other business-related destinations as needed.

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

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*