



WHITE EARTH RESERVATION

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

White Earth Reservation Tribal Council Job Announcement

Position: Boys & Girls Club Administration Assistant I

Location: Mahnomen

Pay: \$19.45/hr.

Benefits: Full

Open: 11-03-25

Close: 11-07-25

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 clerical and administrative support to the department to ensure efficient operations.

Position Outcomes:

- Greet 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)
- Valid Driver's license and insurance for travel between sites and other business-related destinations.
- Ability to work between (2) varying shifts. 8:00 a.m. to 4:30 p.m. or 11:30 a.m. to 8:00 p.m.
- 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

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