



# WHITE EARTH RESERVATION

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

## Job Announcement

**Position:** Civic Engagement Coordinator

**Location:** White Earth

**Pay:** 22.51/Hr.

**Benefits:** Full

**Open:** 11/20/25

**Close:** 12/04/25

**Status:** Full Time

This position is responsible for facilitating, planning, and implementing civic engagement initiatives and programs. Responsibilities include engaging with various community members, coordinating volunteer activities, promoting public awareness campaigns, and fostering community relationships.

### Position Outcomes:

#### Developing and Implementing Civic Engagement Strategies:

- Plan and execute voter registration drives, non-partisan voter education campaigns, and voter turnout efforts.
- Develop and implement community outreach programs to increase awareness and participation in civic processes.
- Conduct research and analysis to identify community needs and priorities related to civic engagement.

#### Building Relationships and Partnerships:

- Establish and maintain strong relationships with tribal leaders, community members, and other stakeholders.
- Collaborate with local, regional, and national organizations to expand civic engagement efforts.
- Represent the organization at community events and meetings.

#### Facilitating Communication and Information Sharing:

- Develop and distribute materials to educate community members about civic processes and opportunities.
- Organize and facilitate forums, workshops, and other events to engage community members in civic discussions.
- Serve as a point of contact for questions and concerns related to civic engagement.

#### Data Tracking and Evaluation:

- Monitor and track civic engagement activities and outcomes.
- Evaluate the effectiveness of programs and initiatives.
- Prepare reports and presentations to stakeholders.

#### Knowledge, Skills, and Abilities:

- Knowledge of voter registration, elections, and other civic processes. Strong Communication and Interpersonal Skills:
- Knowledge of Tribal Communities: Ability to effectively communicate with diverse audiences and build rapport with community members.
- Strong Communication and Interpersonal Skills:
- Ability to effectively communicate with diverse audiences and build rapport with community members.
- Organizational and Project Management Skills:
- Ability to plan, implement, and manage civic engagement projects and initiatives.
- Understanding of the unique needs and challenges of tribal communities.
- Familiarity with Civic Processes:
- Experience in Community Outreach and Engagement:

- Experience in developing and implementing community outreach programs.
- Ability to Work Independently and as Part of a Team:
- Ability to work independently and collaboratively with others.
- Cultural Competency:
- Ability to work effectively with people from diverse cultural backgrounds.

#### **Qualifications**

- Bachelor's degree in a related field (e.g., political science, community development, social work) or equivalent experience
- Valid MN Driver's License and insurance to travel between sites and other business related destinations.
- Must pass criminal background check/applicant background study

Mail Applications to:  
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.*

---

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343