



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur  
**DISTRICT I** Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Erickson

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## Job Announcement

Position: Genealogy Research Specialist

Location: White Earth

Pay: \$26.23/Hr.

Benefits: Full

Open: 07-20-26

Close: 07-31-26

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible to completing family history research and has the skills and desire to investigate and solve family history problems. The key to this role is extensive in professional genealogical research and methods.

### Position Outcomes:

- Genealogy, blood quantum research.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Conduct effective and efficient genealogical research at various archives, and libraries both online and on site.
- Conduct research inhouse family history records and membership database ensure members/descendant files contain documents in accordance with program guidelines per policy and procedures and MCT Enrollment Ordinance.
- Thoroughly and efficiently analyze and solve complicated genealogical problems, especially those in which there is not direct evidence, or those in which analysis of evidence is particularly difficult.
- Analyze primary and secondary documents including vital, census, church, military and estate and land records with a focus on Native American History.
- Update, scan and maintain all White Earth Reservation enrollment data to include files, blood degree corrections, name changes and family history.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of Administrative and clerical procedures and systems such as work processing, managing files and records, and transcription, designing forms and other office procedures and terminology.
- Knowledge of personal computer, including related software such as Microsoft Office (word, excel, Power Point).
- Knowledge of MCT/WE Culture customs, resources and traditions and/or willing to learn.
- Ability to combine pieces of information to form a general rule or conclusions.
- Ability to write reports, business correspondences.
- Ability to organize work effectively and efficiently, organize/prioritize several tasks simultaneously.

### Qualifications:

- **Associate's degree in Anthropology, preferred.**
- **High school diploma/GED with (2) two years' experience in technical research, history, or genealogy.**
- **One year of experience in budgeting, preferred.**
- **Three or more years of high confidentiality, required.**
- **Must be able to travel for business related/**
- **Must pass drug screen at hire and throughout employment according to the White Earth RBC Policy.**
- **Must have Valid Driver's License and insurance for travel between sites and other related businesses.**

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](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.*