



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 Manager

Location: White Earth

Pay: \$32.52/hr. DOQ.

Benefits: Full

Open: 02-10-2025

Closes: Until Filled

Status: Full-Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who is responsible for the planning and execution of the White Earth Indigenous Education for all (IEFA) project. The Project Manager is vital to developing and maintain relationships within our tribal programs and communities and working effectively with relevant stakeholders for efficient project implementation and complete.

Position Outcomes:

- Oversees the White Earth Indigenous Education for ALL (IEFA) Project planning and execution.
- Collaborates with (IEFA) Team, Minnesota Department of Education (MDE), subject matter experts, educators, and other entities, including other tribal nations to ensure alignment with learning objectives.
- Gathers data and/or artifacts related to White Earth History.
- Managers budget for project expenditures
- Maintain records of work and prepare project 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 Education Division.
- Knowledge of Minnesota's Prek-12 educational systems.
- Strong ability to communicate effectively, both orally and in writing.
- Skilled in oral presentations and speaking in front of diverse groups.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to work under pressure with little supervision and able to multitask and coordinate multiple deliverables.

Qualifications:

- Bachelor's degree in business management, Education, or related field, or White Earth Eminence Credential and at least (2) two years' experience working in an educational or business setting.
- Valid driver's license, transportation, and insurance to travel between work sites and other business-related destinations as needed.
- Ability to use safe handling methods.

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