



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: Homeowners Assistance Fund Grant Coordinator

Location: Naytahwaush

Pay: \$26.23 Per hr.

Benefits: Full

Open: 04/24/25

Close: 05/08/25

Status: Full Time

This position is responsible for implementing, maintaining and reporting on behalf of the Housing Stabilization department the Homeowner's Assistance Fund (HAF) grant. This position will complete home visits to applicant's homes to determine if home repairs are necessary. This position will review bids and contact contractors as needed

Position Outcomes:

- Establishes and initiates short- and long-range goals and recommendations affecting the Housing Stabilization Department grants to conform with organization objectives.
- Directs, plans and implements policies and objectives of the organization as they relate to various divisions within the tribal organization.
- Processes bids for contracted work
- Tracks grant applications statuses, reporting deadlines, and renewal schedules.
- Works directly with contracts to schedule, maintain and finalize pre-determined scope of work.
- Creates and completes reports to comply with required agencies (internal and external)
- Communication with internal and external sources to ensure program and organization is represented in a professional manner.
- Facilitates site visits, reviews, and telephone conferences with funding sources and pertinent staff members
- 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.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation
- Knowledge of the White Earth Reservation Demographics, culture, culture, history and lifestyles.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to write reports, business correspondence and/or procedure manuals.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy and an overall appearance of friendliness
- Skilled in operation of personal computer, including software such as Microsoft Office, (Word, Excel, PowerPoint, Outlook).

Qualifications:

- Bachelor's Degree in human services or related field preferred, or 4 years of human service experience; or a combination of education and experience.
- Must have a valid Driver's License and proof of insurance for travel between sites and other business-related destination.

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

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