



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: 02/26/25

Close: 03/12/25

Status: Full Time

This position is responsible for implementing, maintaining and reporting of the Homeowner's Assistance Fund (HAF) grant on behalf of the Housing Stabilization department. This position may also be in charge of researching housing stabilization grant opportunities, coordinating the grant application process, writing the grant for eligible opportunities, coordinating grant applications, managing proposals, maintaining the grant database, and assisting in reporting to grant agencies on behalf of the White Earth Reservation.

Position Outcomes:

- Research opportunities and coordinates the preparation and reporting of grants.
- Prepares budgets in accordance with established policies and procedures of the White Earth Reservation and the granting agency to ensure the best use of program funds.
- Establishes and initiates short- and long-range goals and recommendations affecting the Housing Stabilization Department grants to conform with organization objectives.
- 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.
- 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 economic and accounting principle and practices, and the analysis and reporting of financial data.
- Knowledge of the White Earth Reservation Demographics, 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- 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*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-4343