



WHITE EARTH RESERVATION

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

Job Announcement

Position: Human Resources Training Manager
Location: White Earth
Pay: \$32.52 or DOQ

Benefits: Full

Open: 10/27/2025
Close: 11/7/2025
Status: Full Time

The Training Manager will identify and monitor training needs in the organization, and design, plan, and implement training programs, policies, procedures to fulfill those needs and maximize the efficiency of the White Earth Reservation Tribal Council and its' employees.

Position Outcomes:

- Identify training needs of various departments
- Compile, analyze and review data and information to meet the department needs
- Recommend and/or develop teaching aides such as training manuals, demonstration models, multimedia visual aids, and reference materials
- Formulate training plans and goals
- Formulate teaching outline and determine instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops
- Confer with managers, supervisors, and employees to gain knowledge of work situations requiring training and to better understand changes in policies, procedures, regulations, business activities, and technologies
- Assist with departmental Strategic Planning
- Work with other White Earth entities on training needs and provide training services
- Research training materials and trends
- Stay current with technological trends and utilize new equipment to incorporate audio visual aids in developing training videos
- Attend external training to maintain and enhance trainer knowledge
- Participate in community involvement efforts and initiatives

Knowledge, Skills and Abilities:

- Keep training course attendance
- Maintain employee development opportunity ladders
- Issue certificates
- Maintain file documentation
- Answer questions and provide guidance
- Test employees to measure progress and evaluate effectiveness of training.
- Monitor training methods and make on the spot corrections
- Conduct training sessions covering specific areas such as on-the-job training, refresher training, etc.

Qualifications:

- **AA Degree in education, business, human resources, or related field preferred. Will consider related certification or education along with appropriate work experience and**
- **A minimum of two years in a training position and/or curriculum development with at least 2 years of supervisory experience is required.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
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.