



WHITE EARTH RESERVATION

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

White Earth Reservation Tribal Council Job Announcement

Position: Natural Resources Coordinator II

Location: Mahnomen

Pay: \$26.23 hr/DOQ

Benefits: Full

Open: 11-03-25

Close: 11-07-25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for activities related to the implementation of public information/outreach activities for the White Earth Natural Resources Division. This position is also responsible for investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards to protect the environment, natural resources or the health of the population on the reservation.

Position Outcomes:

Provides support to the director/management personnel to ensure protection of Tribal Natural Resources

- Work with the Natural Resources programs in collecting field data within the natural environment including soil, water, air, etc.
- Provide supervision of technicians in the field and responsible for providing field data to the program manager.
- Provide technical support, assistance, and services for Natural Resource Managers working in fields such as agriculture, wildlife, environmental protection, resource management, fisheries, wildlife, forestry, wild rice, permitting, and parks & rec.
- Responsible for utilization of time and efforts when accomplishing duties that involve reservation wide activities.

Implement public information/outreach activities for staff as well as the general public

- Provide interpretive educational programs to schools, special interest groups, and tribal program initiatives
- Develops and schedules activities for all assigned recreation areas
- Develop and create marketing material to promote recreational activities
- Provide a calendar of outreach activities including community events, workshops, safety classes, classroom presentations, and other communication opportunities
- Coordinate WE Natural Resources Division outreach activities between department coordinators and managers within the White Earth Tribal Government
- Coordinate WE Natural Resources Division outreach activities within the local community including schools, head starts, boys & girls clubs, daycares, special interest groups, etc.
- Assist with implementation of the WE Natural Resources Division Intern program
- Communicate scientific and technical information through oral briefings, written documents, workshops, conferences, and public hearings
- Review and implement natural resources technical standards, guidelines, policies, and formal regulations that meet all appropriate requirements
- Provide technical guidance, support to industry, and the public
- Provide advice on proper standards and regulations and the development of policies, strategies, and codes of practice for natural resources management.

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Maintains good rapport with staff, organizational employees and external sources including tribal, local, state and federal representatives.
- Confer regularly with community members to ensure their needs are being met.
- Advises individuals and groups concerning pollution control regulations, inspection and investigation findings, and encourages voluntary action to correct problems or issues citations for violations.

Analyze, sample, investigate and test scientific data to evaluate the current conditions of Tribal Natural Resources

- Conduct environmental audits and inspections, and investigations of violations
- Record test data and prepare reports, summaries, and charts that interpret test results.
- Collect samples of surface water, groundwater, drinking water and industrial wastewater, to conduct tests on pollutant levels and identify sources of pollution.

- Respond to and investigate hazardous conditions or spills along with collecting samples for analysis.
- Operating equipment as needed or assigned for sampling
- Analyze data to determine validity, quality, and scientific significance, and to interpret correlations between human activities and environmental effects.
- Collect, synthesize, and analyze data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples

Creates and completes reports to comply with required agencies (internal and external).

- Gathers and compiles required statistics.
- Ensures accurate and complete information is contained in reports
- Complies with applicable local, state, federal, and tribal guidelines
- Provides technical guidance to tribal staff, tribal members, tribal council and the general public on all matters pertaining to Indian trust lands.
- Prepares, organizes, and maintains records to document activities, recommend action, provide reference materials, and prepare technical and evidentiary reports
- Conduct research and develop training in response to county needs.

Manages departmental budget in accordance to established policies and procedures to ensure the best use of program funds.

- Directs the efficient use of program funds within the scope of work and ensures they are necessary to carry out job duties.
- Controls spending to ensure guidelines and direction of program.

Oversees all aspects within the assigned department to ensure program objectives are met and scope of work completed.

- Manages departmental objectives in accordance with program guidelines and overall objectives of the organization.
- Complies with applicable local, state, federal, and tribal guidelines.
- Provides technical guidance to tribal staff, tribal members, tribal council and the general public on all matters pertaining to Indian trust lands

Performs duties outlined in workplan and as assigned by department supervisors to ensure compliance with applicable regulations

- Conducts field tests and collects samples for laboratory analysis.
- Reviews and evaluates applications for registration of products containing dangerous materials or pollution control discharge permits.
- Research and collect information to assist tribal and local decision makers in emergency operations.
- Coordinate response activities with state, county and municipal authorities

Conduct equipment maintenance and inspection to maintain a safe working environment

- Operate, clean, maintain and conduct minor repair on equipment.
- Clean and maintain work areas.
- Responsible for safe operation and maintenance of equipment and vehicles.

Responsible for utilization of time and efforts when accomplishing duties that involve reservation wide activities

- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of natural resource departments.
- Knowledge of land usage in maintaining economic recreational, sustenance and traditional use of tribal land
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Natural Resources Division
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Skill in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skill in operating a variety of equipment, machinery and tools, observing all safety precautions.
- Skill in communication with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials and general public.
- Ability to communicate with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials and general public.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to maintain accurate records, complete reports and keep current files on-going activities.
- Ability to organize work efficiently and sometimes working odd hours of the day
- Ability to assist in budget preparation.
- Ability to communicate effectively, both orally and in writing.

Qualifications:

- Associates degree in natural resource management or related field and four (4) years' experience in natural resources or equivalent combination of education and experience
- prefer an associate's degree in natural resource management
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council

Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications: www.whiteearth.com

EEO with Native American 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) 983-4646 | Fax (218) 983-4343