



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: Tribal Archives and THPO Assistant
Location: Mahnomen
Pay: \$22.51/hr

Benefits: Full

Open: 04-28-25
Close: Until Filled
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing support for the Tribal Historic Preservation Officer and Tribal Archives Program.

Position Outcomes:

- The Tribal Archives and THPO Assistant shall provide support for the Tribal Historic Preservation Officer and help uphold the mission of the Tribal Historic Preservation Office, which is to locate, protect, and preserve White Earth cultural resources so that knowledge, history, and traditions are accessible to the White Earth people and passed down for generations to come. A heavy focus of this position will be compiling oral histories or historical information regarding the White Earth Nation. This position may also take on Tribal Cultural Monitor duties, or the scheduling of Tribal Cultural Monitors, when needed.

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of the demographics and geography of the White Earth Reservation.
- Knowledge of historical events, culture and traditions of the White Earth Reservation and surrounding geographic area.
- Ability to work independently, cooperatively and with diverse groups at the direction of the Tribal Historic Preservation Officer.
- Understanding of (or willingness to learn) the Section 106 process; the Archaeological Resources Protection Act; National Historic Preservation Act; and the Native American Graves Protection and Repatriation Act.
- Ability to be comfortable and respectful working around sacred sites and sacred items in museums or other settings.
- Experienced with respectful and non-destructive cultural resource monitoring including geo-physics and traditional knowledge assessment or willingness to receive cultural monitor training or travel to project site as needed.
- Assist in the education of staff and contractors working within Ancestral lands with an awareness of cultural resources and commitment to help prevent cultural material loss in work site areas during excavations.
- Ability to scan or download documents, research, read cursive, have a comfort level interviewing individuals about a wide range of topics for the White Earth Tribal Archives.
- Commitment to learning ethical collections care and protocols.
- Ability to add content to White Earth Archives (digital or physical) and willingness to learn archival programs such as Mukurtu CMS.

Qualifications:

- BA in Historic Preservation, Museum Studies, Library Sciences, or related field (such as Law or Archaeology). Also willing to consider 5 years of directly related cultural resource or community organizing work experience at White Earth.
- Commitment to protecting White Earth data sovereignty and cultural knowledge by remaining professional, and discreet with sensitive items and information.
- Goal oriented and ability to multi-task
- Willingness to assist THPO curate temporary and permanent exhibitions.
- Demonstrated commitment to working with Indigenous communities and Tribal governments and direct knowledge of the White Earth Nation.
- Willingness to communicate well and listen effectively to those with differing opinions and help find solutions.
- Experienced working with community around issues such as boarding schools healing, historical trauma, and goal setting.
- Experience with, or willing to learn computer programs such as Mukurtu CMS, Microsoft Office programs, Avenza Maps and GIS.

- Demonstrated experience and understanding of the Archaeological Resources Protection Act and the Native American Graves Protection and Repatriation Act
- 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

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